**Minutes of the Sproughton Parish Council Meeting held in the Barley Room, the Tithe Barn, Lower Street Wednesday 9th June 2021 at 7:30pm.**

|  |  |
| --- | --- |
|  | **ATTENDEES:** Cllr Powell, Curl, Norman & King. Kirsty Webber (Clerk)**AGENDA:**1. **OPENING INCLUDING PUBLIC FORUM**
2. **APOLOGIES**

2.1 Cllr Davies and Maxwell.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 5th May 2021.

5.1.1 These are believed to be factually correct. Cllr Curl proposed Cllr Powell seconded all Cllrs agreed to the minutes of the 5th May 2021* 1. Review of actions from previous minutes

5.2.1 All actions complete1. **ACTIONS & PROJECTS**
	1. Review Internal Audit

6.1.1 Cllrs discussed the internal audit and reviewed the findings. Cllr Powell proposed for Kirsty to action any issues raised, Cllr King seconded all Cllrs agreed. Action: Kirsty to address issues raised.6.2 Review and approve Financial Regs as per internal Audit. 6.2.1 Cllrs reviewed and approved the financial regulations. Cllr Powell proposed, Cllr Curl seconded all Cllrs agreed.6.3 Sproughton Events Budget. 6.3.1 Cllr King and Kirsty updated Cllrs on a proposed Afternoon Tea event for the parishioners (post CoVid) and asked for the Council to underwrite the cost of the event. Cllr Powell proposed to underwrite £500, Cllr Norman seconded all Cllrs agreed. There is also another event to be arranged at a later date in the year.6.4 Lighting Samford Place 6.4.1 Kirsty updated Cllrs that a new letter had been delivered to residents, to advise that a unanimous decision needs to be made by the entire close before this can be put before the Council again.6.5 Parking Church Lane 6.5.1 Cllrs discussed the ongoing concerns of the parking when entering Church Lane and how this can be resolved. It was discussed about having yellow lines installed. A petition would need to be raised for this to be put forward to SCC. Cllr Norman to draft a petition for residents to sign.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 Powell proposed, Cllr Norman seconded, all Cllrs agreed.* 1. Bank Reconciliation.

7.2.1 All Cllrs approved bank reconciliation. Cllr Powell proposed, Cllr Curl seconded all Cllrs agreed. * 1. Approval of AGAR

7.3.1 All Cllrs agreed to approve the AGAR. Cllr Powell Proposed Cllr Curl seconded all Cllrs agreed.* 1. Approval of use of DD for utility bills (Electric, Phone and Water)

7.4.1 All Cllrs agreed to the use of Direct Debits being used for utility bills. Cllr Powell proposed, Cllr Curl seconded, all Cllrs agreed.* 1. Approval of use of BACS to make payments.

7.5.1 All Cllrs agreed to the use of Bacs payments being used. Cllr Powell proposed, Cllr King seconded, all Cllrs agreed.* 1. Community Shop yearend balance statement.

7.6.1 Kirsty advised this has now been paid in full* 1. Clerk SLCC Membership

7.7.1 Cllrs discussed the renewal of the Clerk membership. Cllr Powell proposed for this to be renewed, Cllr King seconded all Cllrs agreed. Action: Kirsty to renew membership.* 1. Insurance

7.8.1 Kirsty updated Cllrs that the level of fidelity cover is not sufficient for the Council’s finances as per the internal audit recommendation. Kirsty advised on the new insurance policies required with there now being an extra £106.08 to pay. Cllr Curl proposed to change the insurance to gain the correct cover, Cllr King seconded, all Cllrs agreed. Action: Kirsty to arrange the correct insurance.* 1. Retainers

7.9.1 Cllrs discussed the ongoing retainers and agreed that now work is picking up these will stop with immediate effect. Cllr Curl proposed, Cllr Powell seconded all Cllrs agreed. Cllrs discussed the increase in enquiries of the Tithe Barn and it was agreed to advertise for a deputy barn warden to help with the increase of work load. Cllr Powell proposed for this to be advertised Cllr Norman seconded all Cllrs agreed. Action: Kirsty to advertise for a deputy barn warden.* 1. Grant Application Jigsaw pre-school

7.10.1 Cllrs discussed the grant application, however there is more information required to enable this to be considered. Action: Kirsty to contact Jigsaw.1. **COVID-19**
2. **BURIAL GROUND**
	1. Cllr Powell updated Cllrs that an email had been received from Burstall PC who have agreed the proposed increase to £200 per annum for the Burstall Parishioners to get parishioners rates at the burial ground. They have also requested that there be 3 BPC Cllrs on the burial ground committee. However, this is disproportionate as there are only 3 SPC Cllrs on the burial ground committee, and Burstall is only 1/10 of Sproughton population. Action: Kirsty to contact Burstall PC to advise that there can be 1 BPC Cllr on the SPC burial ground committee.
3. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
	1. Tithe Barn

10.1.1 Review and agree pro rata/hourly fee10.1.1.1 Cllrs discussed and agreed that there needed to be a minimum charge when hiring the barn. It was agreed that the minimum charge will be £25.00. Cllr Powell proposed, Cllr King seconded all Cllrs agreed.* 1. Allotments

10.2.1 There has been a water bill come in for £1060.90. Due to bills being sent to previous Clerk.* 1. Community Shop

10.3.1 Nothing to report* 1. Playing Field Management Committee

10.4.1 Nothing to report* 1. Children’s Play Area

10.5.1 Awaiting the final two quotes.1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**

11.1 Wednesday 14th July at 7pm in the Barley Room1. **ITEMS FOR NEXT MEETING**

12.1 Church Lane parking1. **AOB**

13.1 Kirsty updated Cllrs that there had been a volunteer from ISG for the day. Stuart installed the new bookcase in the bus shelter for the community book exchange and also cleaned all the signs within the village.1. **CLOSE OF MEETING**

14.1 Meeting closed at 21:49pmPeter Powell Peter Powell Vice-Chairman, Sproughton Parish Council |