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|  | **Minutes of the Annual Parish Council Meeting held in the Barley Room, Lower Street, Sproughton. Wednesday 10th May 2023 at 7:30pm****MINUTES**1. **ELECTION OF CHAIR**
	1. After a debate on the candidates for Chair. Cllr Jenni King was elected by a majority vote.
2. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**
	1. Cllr King signed the declaration of office.
3. **ELECTION OF VICE CHAIR**
	1. Cllr Sharon Maxwell was elected Vice Chair
4. **APOLOGIES**
	1. Apologies received from Cllr Powell
5. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
	1. All councillors declared an interest in the following developments – Sproughton Enterprise Park, Wolsey Grange I&II, Hopkins Homes & Pigeon IM/Felix Thornley Cobbold Trust
6. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
	1. None received.
7. **MINUTES**
	1. Councillors to consider and approve the minutes and confidential minutes of the Parish Council meeting held on 12th April 2023.
		1. Minutes of the meeting held 12th April 2023. Cllr Curl proposed approval of the minutes. Cllr Davies seconded. Approved by all councillors.
		2. Minutes of the confidential meeting held 12th April 2023 were approved by all councillors. Cllr Davies proposed approval, Cllr Jermyn seconded.
	2. To review actions from previous minutes.
		1. All actions have been completed. It was noted with regard to 8.1 our insurers are still unwilling to insure SPC for accidents resulting from maintenance issues on the play equipment as SPC do not own the land and Wicksteed are working on the quote to fix or remove play equipment. *KW to chase for a response.*
8. **OPENING INCLUDING PUBLIC FORUM**
	1. Suffolk County Cllr Hudson had sent through a report for review
	2. District Cllr Davies commented that she had attended the induction day for new councillors. The new leader and cabinet had yet to be appointed with the first full council meeting being held on 23rd May.
9. **ACTIONS & PROJECTS**
	1. Review TOR for the following committees Beer Festival, Burial Ground, Finance, HR and Planning.
		1. No comments received on the ToR’s prior to the meeting. Cllr Davies proposed that the ToR’s be adopted, Cllr Curl seconded. All councillors voted in favour.
	2. To confirm and re-elect committee members.
		1. Due to the resignation of Cllr Barber, Cllr Jermyn replaced Cllr Barber on the relevant committees. Cllr Davies proposed that she join the Finance Committee. Cllr Powell stood down from all committees. No further changes to the make-up of the committees were put forward. All changes approved by councillors.
	3. Review and adopt standing orders.
		1. Cllr Davies proposed that the standing orders be adopted, Cllr Curl seconded. All councillors voted in favour.
	4. Review and adopt financial regulations.
		1. Cllr Jermyn proposed that the financial regulations be adopted, Cllr Maxwell seconded. All councillors voted in favour.
	5. Review and agree Internal control statement.
		1. Cllr Davies proposed that the Internal Control statement be adopted, Cllr Curl seconded. All councillors voted in favour.
	6. Review of Asset register.
		1. Spreadsheet & supporting statement circulated before the meeting. No assets purchased this 2022-23 financial year.
		2. Cllr Davies proposed that the Asset Register be adopted, Cllr Curl seconded. All councillors voted in favour.
	7. Review of Policies
		1. Cllr Jermyn proposed that all policies be adopted, Cllr Curl seconded. All councillors voted in favour.
	8. To agree meetings for 23/24
		1. Cllr Davies proposed that the meeting schedule be adopted, Cllr Curl seconded. All councillors voted in favour.
	9. To agree and appoint tree warden.
		1. Both Chris Jermyn & Jo Gavett confirmed prior to the meeting they are happy to continue in these roles.
		2. Cllr Jermyn proposed that Chris Jermyn & Jo Gavett remain as tree wardens, Cllr Curl seconded. All councillors voted in favour.
	10. Review and agree Direct Debits
		1. Utilities, clerk & tithe barn warden mobiles are paid by direct debit
		2. Cllr Davies proposed that the direct debits be agreed, Cllr Maxwell seconded. All councillors voted in favour.
	11. Review risk assessment
		1. Cllr Maxwell proposed that the risk assessment be agreed, Cllr Curl seconded. All councillors voted in favour.
	12. Review and approve internal audit.
		1. Cllr Davies stated that this was the second year Rialtas had been used to complete year end & produce the reports for the internal audit and made the overall process very straightforward.
		2. Cllr King stated that the clerk should be congratulated on producing an audit report that produced only one small finding that was resolved easily (increase fidelity insurance). All councillors agreed.
		3. Cllr Curl proposed that the internal audit be approved. Cllr Maxwell seconded. All councillors voted in favour.

 1. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments
		1. The monthly payments were reviewed. Cllr Curl proposed that the monthly payments be approved. Cllr Maxwell seconded. All councillors voted in favour.
	2. Bank Reconciliation - Councillors to approve this month’s bank reconciliation.
		1. The bank reconciliations were reviewed. Cllr Davies proposed that the direct debits be agreed, Cllr Curl seconded. All councillors voted in favour.
	3. Review and approve AGAR Sections 1 & 2
		1. AGAR Reports Section 1 & 2 were reviewed. Cllr Curl proposed that the AGAR reports S1&2 be approved. Cllr Maxwell seconded. All councillors voted in favour.
	4. Allotment - Councillors to consider and approve the cost to erect fencing to deter deer.
		1. The proposal was reviewed. It was suggested that the FTC Trust be approached to confirm that SPC have permission to put up a fence. In addition, it was requested that additional quotes be obtained from fencing specialists so a total of 3 quotes are put forward as per SPC Financial Regulations. *KW to contact FTCT. Cllr Jermyn to identify additional fencing suppliers*.
2. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
	1. Burial Ground- Update on reduced GERB.
		1. This has now been completed.
	2. PFMC- To consider applying for a Lease for the play area.
		1. It was agreed that a lease was the best option to enable SPC to manage the playground without which a new playground cannot be eligible for grant funding nor properly insured in the interim. *Cllr Davies to contact PFMC to action*
		2. Cllr Davies commented that advice received stated that the Playing Fields needed to be registered with the Land registry and that the lease cannot be completed without registration. Cllr Curl asked how much this would cost. *KW to obtain quote from solicitor to register land.*
3. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
	1. It was agreed that the next SPC meeting would be held on Wed 14th June 2023 at 7:30pm
4. **ITEMS FOR NEXT MEETING**
	1. Standard agenda items to be included
5. **AOB**
	1. Update needed for In Touch to be submitted after the meeting. Councillors suggested updates. *Cllr Maxwell to submit SPC update*
	2. After investigation it appears that the Bramford Parish gates have been installed in the wrong place. *KW to inform Bramford PC*
	3. Placement of village signs to be confirmed and need for licence to be established if gates are simply being replaced rather than new installations. *Cllrs Jermyn & Davies to action*
	4. A complaint was received about the delay in installing the SIDs sign. This is due to the extra cost involved in getting a solar powered light & busy timetable for parish activities having to focus on other items e.g. Taylor Wimpey II, coronation picnic, beer festival. *KW to respond to emails*
	5. A card was received from a number of parishioners congratulating SPC on a successful coronation picnic.
6. **CLOSE OF MEETING**
	1. Meeting closed at 8:20pm

Jenni KingChairman, Sproughton Parish Council |  |