**Minutes of the Sproughton Parish Council Meeting held in the Barley Room, the Tithe Barn, Lower Street, on Wednesday 11th December**

**Attendees:** Cllr Davies (Chair), Cllr Curl, Cllr Selby, Cllr Norman, Cllr Powell, Cllr Maxwell, Cllr Barwick

1. **OPENING INCLUDING PUBLIC FORUM**
	1. One member of the public present (Ms D Stroh). Cllr Powell asked if Ms Stroh had received the email regarding SPC keys. Ms Stroh stated that she did not believe that she had. Cllr Davies passed across a letter addressed to Ms Stroh that had been mistakenly included when SPC documents were returned to the council.
2. **TO RECEIVE REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**
	1. Cllr Norman gave a brief summary of his emailed report. Key point was an incorrect housing allocation in the SHEELA. Cllr Norman has discussed night lighting issue at Sugar Beet site. Good news on the SIDS devices – approved, installation date tbd.
3. **APOLOGIES**
	1. Apologies received from Dist. Cllr Hardacre & Cllr King
4. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
	1. All councillors declared interests in the following developments – Sugar Beet site, Wolsey Grange, Hopkins Homes (E. of Loraine Way), Pigeon Land Management (Burstall Lane/W. Loraine Way)
5. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
	1. None received
6. **MINUTES**
	1. Councillors to consider and approve the minutes of the Parish Council meeting held on 13th November 2019 (inc. confidential item) and 11th October 2019 confidential item
7. Minutes of 13th November approved unanimously
	1. Review of actions from previous minutes
8. Actions completed bar 1 carried forward (Beer Festival Meeting to be arranged)
9. **ACTIONS & PROJECTS**
	1. Neighbourhood Plan: All agreed to kick off this initiative in the New Year ***Action:*** *ZN/SWG*
	2. Parish Tree & TPO Survey: Minimal progress due to other urgent priorities. To be restarted in the New Year ***Action:*** *SC*
	3. Beer Festival 2020: Cllr Selby has requested a meeting be setup, profit disbursement tbd. Cllrs King & Selby were elected to be SPC’s representatives on the Beer Festival Working Group.
10. **FINANCE**
	1. Monthly Payments: Councillors to approve this month’s payments.
		1. All payments were reviewed & approved
	2. New bin required – end of Church Lane
		1. Cllr Maxwell reviewed the bin and felt that it might be able to be repaired. ***Action****: Mike Herbert to review as to repair or replace*
	3. Review of grant applications – none received
11. **BURIAL GROUND**
12. Memorial approval – memorial application approved unanimously
13. Update on burial matters
	1. Cllr Powell has contacted ICCM for advice and brought records up to date, outstanding bill now paid. Cllr Powell has reviewed older documentation but noticed that a Burial Ground Committee existed previously.
	2. All councillors agreed to review the Burial Ground ToR Cllr Powell circulated before this meeting.
14. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
15. Tithe Barn: Cllr Davies advised that the signs previously approved needed to be larger as per current signage. ***Action:*** *Cllr Davies to revise proposal.* Post boxes. Cllr Powell presented the 3 quotes obtained. All councillors agreed that the quote for the post box in dark green be bought ***Action:*** *SPC to purchase.*
16. Allotments: Rat infestation seems to be resolved. A couple of allotments underused. Rent letters to be drafted. ***Action:*** *Draft letters* – Cllr Barwick/Davies
17. Community Shop: No update

(Cllr Norman left the meeting 20:10)

1. Playing Field Management Committee: No update
2. Children’s Play Area: Molehills to be addressed. *Action: Mike Herbert to be asked to review*
3. Sproughton Working Group: Update received from planning committee

(Cllr Norman returned to the meeting 20:13)

1. Finance Committee
	* 1. Review/agreement of ToR: to be agreed at January meeting
		2. Formation of Finance Committee: to be added to January agenda
		3. Accounts: Cllr Davies reported – update re budget
2. HR Committee
	* 1. Councillors resolved to exclude public and press to consider confidential item (agreed at 20:23). Ms Stroh left the meeting.
		2. All councillors discussed various HR matters and voted on the key issues
3. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
	1. 15Jan19
4. **ITEMS FOR NEXT MEETING**
	1. Approval of ToR for burial ground
	2. Formation of Burial Committee
	3. Formation of Finance Committee
5. **AOB**
	1. Cllr Barwick stated he was resigning reluctantly but is willing to help run the allotment & assist at the Beer Festival. The meeting thanked Cllr Barwick for his work on the Parish Council and hoped that collaboration would continue as appropriate
	2. Cllr Maxwell raised several items i) dog training, ii) confidential items, iii) asked if the street lights could be left on, on Christmas Eve and New Year – Cllr Norman agreed to ask Cllr Hudson to assist with this.
6. **CLOSE OF MEETING**
	1. The meeting closed at 21:35

H Davies

Helen Davies, Chair, Sproughton Parish Council