**Minutes of the Sproughton Parish Council Meeting held on Wednesday 8th April 2020 at 7:30pm via Zoom.**

**Attendees:** Cllrs Davies, Powell, Selby, King, Maxwell, Curl, Kirsty Webber (Clerk)

**Minutes:**

1. **OPENING INCLUDING PUBLIC FORUM**

1.1 Nothing to report

1. **APOLOGIES**

2.1 Councillor Norman

1. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**

3.1 All councillors declared interests in Taylor Wimpey/Wolsey Grange, Sugar Beet site, Hopkins Homes & Pigeon proposed 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 extraordinary meeting held on 26th February 2020, General Meeting 11th March 2020 & Finance Committee Meeting 24th January 2020

5.1.1 All Cllrs voted to approve minutes for the extraordinary meeting 26/02/2020 and general meeting 11/03/2020. Finance committee minutes 24/01/2020 to be approved at next general meeting. *Action: Clerk to include on May agenda*

5.2 Review of actions from previous minutes.

5.2.1 All actions complete.

1. **ACTIONS & PROJECTS** 
   1. Neighbourhood Plan

6.1.1 The neighbourhood plan subcommittee have proposed a notice board be erected by the bin near the tithe barn or if a sign could be displayed outside on pavement. *Action: Clerk to contact BMSDC.*

* 1. Shop sign

6.2.1 The community shop has asked if a sign could be displayed on the barn advertising the shop and tithe barn hire. *Action: Clerk to contact BMSDC to see what would be acceptable.*

6.2.2 Complaint received about shop & parking sign on overflow carpark. *Action: Clerk to speak to Heritage team about what they find is acceptable as not on Tithe Barn land.*

* 1. New road name after village resident

6.3.1 Mrs J Webb has proposed that a road name be named after her grandad who was a Sproughton resident. All Cllrs agreed. *Action: Clerk to send all correspondence to BMSDC asking this to be considered. To also ask if BMSDC has a register of potential road names, also if any recommendations from Sproughton PC have been used.*

* 1. Civil Weddings in the Barn

6.4.1 This needs to be applied for online. Cllr Davies proposed, Cllr Powell 2nd, all Cllrs agreed. *Action: Clerk to investigate cost.*

* 1. Traffic

6.5.1 Amazon

6.5.1.1 Concerns about traffic, using village as a cut through to A12. *Action: Clerk to contact to arrange a meeting with BMSDC and Amazon.*

6.5.2 Noise Important Area

6.5.2.1 Awaiting confirmation of meeting post Covid 19.

6.5.3 Off Route Diversion

6.5.3.1 Awaiting confirmation of meeting post Covid 19

6.6 Parcel Box

6.6.1 Parcel Box has been installed.

6.7 Barley Room

6.7.1 Work was due to commence works on the 28/04/2020 however contractor postponed until after Covid 19.

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

7.1.1 Cllr Powell proposed, Cllr Davies 2nd, all Cllrs agreed.

* 1. Addition of clerk to all SPC accounts

7.2.1 Cllr Davies proposed that Kirsty Webber (Parish Clerk/ Reliable Financial Officer) be added to all Sproughton Parish Council bank accounts and building society accounts. Cllr Davies proposed, Cllr Powell 2nd, all Cllrs agreed.

* 1. Pension for Clerk

7.3.1 Pension to be investigated Cllrs to look into and offer options of which pensions are available to getting the clerk enrolled. Councillor Davies proposed finance committee investigate. Cllr Powell 2nd all Cllrs agreed. *Action: Finance committee (Cllr Curl) to investigate.*

* 1. GDPR Direct Debit

7.4.1 Cllr Davies proposed that this be set to a recurring direct debit. Cllr Powell 2nd, all Cllrs agreed. *Action: Clerk to complete and send*.

* 1. Grant: Summer Fete

7.5.2 SPC received an email requesting a £500 grant towards the village summer fete. Cllr Davies proposed Cllr Powell 2nd all Cllrs agreed. *Action: Clerk to contact to see if the fete is going ahead due to Covid 19,and gain more details of what grant is for.*

* 1. Grant: Meet-Up Mondays
     1. SPC received a request from Mrs Tracy Booth to use the barley room free of charge once a week for 2-3 hours for a national initiative offering people a place to go and meet to get out. Cllr Davies proposed Cllr Selby 2nd all Cllrs agreed. *Action: Clerk to contact Mrs Booth*
  2. Payment of retainers to Mike Herbert Ltd & Barn Warden
     1. Due to the pandemic there would not be much work available, however due to their continuous good work, as a gesture of good will a retainer payment will be made. Cllr Davies Proposed, Cllr Powell 2nd all Cllrs agreed. *Action: Clerk to setup payments*
  3. Refunds for Tithe Barn bookings

7.8.1 For events cancelled due to Covid 19 deposits to be refunded. Cllr Davies proposed, Cllr Selby 2nd all Cllrs agreed. *Action: Clerk to issue refunds*.

* 1. Post Covid-19 Barn Hire for village events

7.9.1 Councillors discussed offering the Tithe Barn free of charge to village organisations for post Covid19 events. Cllr Davies proposed, Cllr Selby 2nd all Cllrs agreed.

* 1. Subscription to Zoom (SPC Meetings & Neighbourhood Plan Meetings)

7.10.1 Due to Covid19 now having to do remote meetings it was proposed up to £30.00 per month can be used for subscriptions to Zoom to carry these out. Cllr Davies proposed, Cllr Maxwell 2nd, all Cllrs agreed.

* 1. New bin in Church Lane

7.11.1 Quotes obtained; confirmation needed as to whether a litter or grit bin is required. *Action: Cllr Maxwell to look into this*.

1. **COVID-19**
   1. General update

8.1.1 Cllr Davies has been reviewing the SALC website on the holding of meetings remotely during Covid19, SALC has issued guidance on holding remote meetings which we are keeping within the guidelines. We are using one of the recommended providers to enable us to do this.(Zoom)Members of the public can attend upon request.

* 1. Sproughton Volunteers

8.2.1 Cllr Selby informed us there is currently 22 volunteers offering their time. Requests for their service has been minimal at present. They continue to work alongside the community shop to deliver groceries to the more vulnerable members of our community. The community shop volunteers are working really hard during this difficult time to keep the community stocked up on essentials. Cllr Selby has also been in talks with the council to arrange ID cards for the volunteers to wear when they are delivering to people.

* 1. Post Covid-19 SPC support 4 parish-wide event/s

8.3.1 Cllr Davies proposed that the Parish Council arrange a Post Covid 19 gathering for the whole community to come together. All Cllrs agreed.

1. **BURIAL GROUND**
   1. Burial Ground Committee update.

Nothing to report

* 1. Internment of ashes request

9.2.1 Three issues in hand.

1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
   1. Beer Festival 2020

10.1.1 Cancelled due to Covid 19

10.1.2 Received letter from school requesting grant donation from last year’s profits, this had been agreed in February by the beer festival committee. A donation of £1000 from the beer festival profits to go towards the school’s new sound system was agreed by a majority. *Action: Clerk to inform school and arrange payment.*

* 1. Tithe Barn

10.2.1 Nothing to report.

* 1. Allotments

10.3.1 Invoices have been sent awaiting monies.

* 1. Community Shop

10.4.1 Nothing to report.

* 1. Playing Field Management Committee

10.5.1 Nothing to report.

* 1. Children’s Play Area

10.6.1 Nothing to report.

* 1. Sproughton Working Group

10.7.1 Have been in discussions with Ian Poole who has agreed to be our critical friend support for the coming months on our neighbourhood plan, Ian has sent over information regarding being our consultant in the future.

* 1. Finance Committee

10.8.1 Sproughton Parish Council is investigating process for internet banking; information will be sent to the finance committee. *Action: Finance committee to meet agree best process.*

* 1. Planning Committee

10.9.1 Have been in discussion to distribute a flier regarding planning applications going through whilst we are unable to hold public meetings due to Covid19. Planning Committee and the working group our in discussion on how to notify the parish of planning applications during Covid19. Due to Covid 19 discussions have been had to find a way to distribute this safely.

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

11.1 Wednesday 13th May at 19:30pm via Zoom

1. **ITEMS FOR NEXT MEETING**

12.1 Standard agenda as above. Please forward any other items before Friday 1st May 2020

1. **AOB**

To clarify if the Annual meeting will take place next month.

1. **CLOSE OF MEETING**

14.1 Close of meeting 21:39pm

Helen Davies

Helen Davies, Chair, Sproughton Parish Council