**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 9th September 2020 at 7:30pm**

**ATTENDEES:** Cllr Davies, Maxwell, King, Selby and Curl. Kirsty Webber (Parish Clerk)

**AGENDA:**

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

2.1 Cllr Powell and 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 8thth July 2020 and Extraordinary Meeting held on 12th August 2020.

5.1.1 These are believed to be factually correct. Cllr Davies proposed Cllr king second All Cllrs agreed minutes from 8th July and 12th August.

* 1. Review of actions from previous minutes

5.2.1 All actions complete.

1. **ACTIONS & PROJECTS**
   1. New Bin
      1. Cllrs discussed the request for a bin to be put the east side of the A14 underpass.
      2. Action: Clerk to investigate the site, for location/ style of bin and to obtain quotes.
   2. Safe
      1. Cllrs discussed purchasing a fire and waterproof safe to store confidential items.
      2. Action: Clerk to obtain quotes.
   3. Standing Orders and Financial Regulations changes
      1. Cllrs discussed the changes to the standing orders and financial regulation updates. Cllrs agreed to the updates. Cllr Davies proposed, Cllr Selby second all Cllrs agreed.
      2. Action: Clerk to upload to website.
   4. Review of Asset Register
      1. Cllrs reviewed the asset register and all Cllrs agreed. Discussed diarising for the council to look at (on an annual basis prior to audit) how much it would cost to replace assets. Cllr Davies proposed, Cllr Curl Second all Cllrs agreed.
      2. Action: Clerk to diarise the review of replacing assets.
   5. Clerk Probationary Period & Objectives
      1. Cllrs discussed that KW had passed the probationary period and how the role of Clerk/RFO has been accepted as a permanent role. Also discussed holding a HR Committee meeting to discuss objectives KW has to work towards for her appraisal, which will be held after a year of working in the role.
      2. Action: Letter of employment following successful probationary period to be sent to KW. HR Committee to arrange a meeting to discuss/confirm objectives.
   6. Internal Control Policy Update
      1. Cllrs discussed the update of the policy and agreed that this needs to be discussed at further length with the finance committee.
      2. Action: Finance Committee to arrange a meeting.
   7. Tithe Barn Rental Charges.
      1. Cllrs discussed if there should be a cleaning charge added to hire cost, due to COVID 19 regulations. At present this will not be implemented, however will be reviewed at a later date.
      2. Cllr Davies proposed, Cllr Selby second all Cllrs agreed.
   8. Internal Audit Outcomes

6.8.1 All Cllrs have received the Internal audit report. The Clerk is working on completing the actions set within the report.

* 1. Hopkins Homes Appeal.
     1. Cllr Davies advised a meeting had been held with Steven Stroudto discuss options as to what role SPC may take in the appeal. The SPC could take on a Rule 6 formal role which would mean the hiring of a barrister to present our case and any evidence. This would cost a rough guide of £10,000. A lesser role can be taken where SPC can submit statements and ask questions.
     2. Cllrs agreed that the informal role was the role to be taken by SPC.
     3. Action: Clerk to inform Steven Stroud of the role SPC wish to take.

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 King second all Cllrs agreed.

Payments: SALC = £144.00 Clerk Training Course

Retainers = £481.16

* 1. Current Bank Balances

7.2.1 Bank balances reviewed and agreed.

* 1. Bank Reconciliation

7.3.1 Cllrs reviewed the bank reconciliation against the report from the accounting package Rialtas. All Cllrs approved bank reconciliation. Cllr Davies proposed, Cllr Maxwell second all Cllrs agreed.

* 1. Update of improvements of the Tithe Barn

7.4.1 Cllr Davies advised this is ongoing.

* 1. Approve fees required for Clerk training

7.5.1 Cllrs discussed the Clerk training courses and agreed that courses relevant to the Clerks role can be taken without further approval being required. A limit of £400 on any one course can be spent without authorisation from the council beforehand. Cllr Davies proposed, Cllr Curl second all Cllrs agreed.

1. **COVID-19**

8.1 No update.

1. **BURIAL GROUND**

9.1 Cllrs discussed a request made from a MoP regarding the erection of a bench within the Burial Ground.

9.1.1 Action: Clerk to investigate if there are any rules regarding this and who will maintain the bench in future. Clerk to contact ICCM for guidance.

1. **NEIGHBOURHOOD PLAN**

10.1 As per planning notes.

1. **STELLA MARIS – CARE HOME - SCC Enquiry**

11.1 Cllr Davies discussed the outcome of a meeting she had with the Head of an enquiry being held about the Stella Maris accommodation by Suffolk CC.

1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
   1. **Tithe Barn**

12.1.1 The Carpenter has confirmed work will commence on the Barley room cupboards **w/c** 14/9/20

* 1. **Allotments**

12.2.1 Allotment rent letters have been drafted ready to be sent in October.

* 1. **Community Shop**

12.3.1 Cllrs discussed the ongoing installation of an outside tap. The Community Shop have been unable to obtain 3 quotes for installing this. Cllrs agreed if a written quote below £200 is obtained the work can commence. Cllr Davies proposed, Cllr Selby second all Cllrs agreed.

12.3.1.1 Action: Clerk to notify shop.

* 1. **Playing Field Management Committee**

12.4.1 No update

* 1. **Children’s Play Area**

12.5.1 No update

* 1. **Sproughton Working Group**

12.6.1 No update

* 1. **Finance Committee**

12.7.1 The finance committee to arrange a meeting to discuss Internal Control Policy

* 1. **Planning Committee**

12.8.1 As per planning minutes.

* 1. **Beer Festival**

12.9.1 Nothing to report.

1. **The Council shall resolve to exclude the public and press in order to CONSIDER CONFIDENTIAL matters**

Cllr Davies proposed to exclude the public & press to consider confidential matters from the meeting. All cllrs agreed.

* 1. Clerk overtime payment approval
  2. Cllrs to consider and approve Clerks pay as per National agreed increase.
  3. Cllrs to consider and approve confidential minutes from Meeting held on 8th July 2020 and Extraordinary Meeting on the 12th August 2020.

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

14.1 Wednesday 14th October 2020

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

17.1 Meeting closed at 21:24pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council