**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 14thth October 2020 at 7:30pm**

**ATTENDEES:** Councillors Davies, Powell, Selby, Maxwell and King. Kirsty Webber (Clerk) R. Jermyn (Chair SNP) Roy Emmerson (Communities Officer BMSDC)

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
   1. Roy Emmerson joined the meeting to discuss funding for a new play area. Roy discussed what would be included if a grant was successful - it would include new equipment and surfacing. The PC would have to also contribute to the project.
   2. Action: Clerk to complete funding application, update PFMC. Consult via social media with the community on their thoughts regarding this.
2. **APOLOGIES**

2.1 Councillors Curl 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 9th September 2020.

5.1.1 These are believed to be factually correct. Cllr Davies proposed Cllr King seconded. All Cllrs agreed minutes from 9th September 2020.

* 1. Review of actions from previous minutes

5.2.1 All actions completed.

1. **ACTIONS & PROJECTS**
   1. Co-option of new councillor

6.1.1 Cllrs discussed the application submitted by Mr R. Combe; All Councillors agreed to the co -option. Cllr Davies proposed, Cllr Maxwell seconded, all Cllrs agreed.

6.1.2 Action: Clerk to send details to Mr Combe and to inform BMSDC.

6.2 Clerk increase of Annual Leave as per The Local Gov Services pay agreement.

6.2.1 Cllrs discussed the increase, all in agreement as per local gov pay agreement. Cllr Davies proposed, Cllr Powell seconded, all Cllrs agreed.

6.2.2 Action: Clerk to notify SALC for payroll purposes.

6.3 Review use of old Laptops, Printers, Clerk Desk & Chair.

6.3 .1 Cllrs discussed what was to be done with the old equipment. Cllr Powell proposed overturning any previous policies regarding the disposal of the equipment. Cllr Davies seconded, all Cllrs agreed. It was agreed that the old clerk desk will be advertised on Freecycle. The clerk chair will be left with Cllr Davies. The old printers and laptops due to their age are unsellable and therefore will be donated to the East Anglian Air Ambulance.

Cllr Davies proposed, Cllr King seconded, all Cllrs agreed.

6.3.2 Action: Clerk to arrange collection.

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 seconded, all Cllrs agreed.

* 1. Bank Reconciliation

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

* 1. Budget FY 21/22

7.3.1 Cllrs discussed the draft budget and thought that the Village Lock-Up should be added to this. The draft budget can then be put before the Council at the November meeting. Cllr Davies proposed to defer the approval until November, Cllr Powell second, all Cllrs agreed.

7.3.2 Action: Clerk to contact Finance Committee regarding this matter.

* 1. Discuss CIL Money projects

7.4.1 Cllrs discussed what our CIL money can be used for and it was proposed for a new play area. Cllr Davies proposed putting it on social media to see what the community would like to see the money used for. Cllr Powell seconded all Cllrs agreed.

7.4.2 Action: Clerk to put on social media for community feedback.

* 1. Budget Barn cost increase.

7.5.1 Cllrs discussed the budget for the barn increase for the warden and the maintenance.

All Cllrs agreed to the revised rates. Cllr Selby proposed, Cllr Davies seconded all Cllrs agreed.

7.5.2 Action: Clerk to notify Warden and Maintenance.

* 1. New Bins

7.6.1 Cllrs discussed the proposed new bin on the Hadleigh road side of the underpass. It was agreed that the bin will be the same as the one on the cemetery side of the underpass at a cost of £287.99. Cllr Davies proposed, Cllr Powell seconded all Cllrs agreed.

7.6.2 Action: Clerk to order Bin and contact Taylor Wimpey regarding the installation

7.6.3 Cllrs discussed that a new bin is required on the outside of the Play area on the recreation ground. Cllrs agreed to a bin of £269.99. This needs to be proposed to the PFMC for replacement. Cllr Davies proposed, Cllr Powell seconded, all Cllrs agreed.

7.6.3.1 Action: Clerk to speak to PFMC.

* 1. Filing Cabinet

7.7.1 Cllrs discussed the new filing cabinets needed for the storage cupboard in the Barley Room. A Filing cabinet of £97.00 was approved. Cllr Davies proposed, Cllr Maxwell second, all Cllrs agreed. Action: Clerk to purchase

7.7.2 Cllrs discussed the Fireproof filing cabinet and the need to be able to fit the Ledgers in. It was agreed the Clerk must confirm the correct size to fit and £1000 approved to purchase a cabinet. Cllr Powell proposed, Cllr Maxwell seconded, all Cllrs agreed.

* 1. Notice Board

7.8.1 Cllrs discussed the purchase of a new notice board for Wolsey Grange. It was agreed that a 2 door noticeboard would be more suitable than the current 1 door due to the size of noticeboard required, it being easier to manage than 1 door.

7.8.1 Action: Clerk to investigate cost of noticeboard for next meeting.

* 1. Clerk time off in lieu.

7.9.1 Cllrs discussed the request from the Clerk, that overtime can be used as time of in lieu. It was agreed as per the Clerks contract that this is acceptable. Cllr Davies proposed all Cllrs agreed.

1. **COVID-19**

8.1 Nothing to report.

1. **BURIAL GROUND**

9.1 Cllrs discussed the memorial for approval. All Cllrs agreed. Cllr Powell proposed, Cllr Davies seconded, all Cllrs agreed.

1. **NEIGHBOURHOOD PLAN**

10.1 Cllrs discussed the closure of the first grant for the SNP. It was agreed that after spending the remaining grant on the landscape appraisal and the October leaflets the grant can be now closed off to enable the SNP to apply for the 2nd grant. Cllr Davies proposed, Cllr Powell seconded, all Cllrs agreed.

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

11.1.1 Clerk reported the 6month fire check had been completed. There were 3 fire extinguishers that failed and have now been replaced. It was reported there was also a leak in the walkway between the kitchen and the barn. This was due to 4 cracked tiles. These have now been replaced under the Clerks delegated powers.

* 1. **Allotments**

11.2.1 Allotment rent letters have been sent to plot owners.

* 1. **Community Shop**

11.3.1 The outside tap has now been fitted.

* 1. **Playing Field Management Committee**

11.4.1 Upcoming AGM on 27October @ 7:30pm

* 1. **Children’s Play Area**

11.5.1 As per the public forum.

* 1. **Sproughton Working Group**

11.6.1 Nothing to report.

* 1. **Finance Committee**

11.7.1 As per earlier discussion.

* 1. **Planning Committee**

11.8.1 Cllr Powell proposed that planning applications be distributed between Cllrs for investigation before a planning meeting. Cllr Davies seconded, all Cllrs agreed.

11.8.2 Action: Clerk to distribute new planning applications between Cllrs.

* 1. **Beer Festival**

11.9.1 Nothing to report.

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

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

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

13.1 Wednesday 11th November 2020 at 19:30pm

1. **ITEMS FOR NEXT MEETING**
2. **AOB:**

15.1 It was noted that Cllr Norman has not attended a number of recent meetings. Action: Clerk to contact Cllr Norman regarding meeting attendance.

**16. CLOSE OF MEETING**

16.1 Meeting closed at 22:10pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council