**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 10th February 2021 at 7:30pm**

**ATTENDEES:** Councillors Davies, Powell, Selby, Maxwell and King.

Kirsty Webber (Clerk)

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
2. **APOLOGIES**
   1. Cllr Norman and Curl
3. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
   1. All councillors declared an interest in the Wolsey Grange, Pigeon, Hopkins Homes and Sproughton Enterprise Park developments.
4. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
   1. None received
5. **MINUTES**
   1. Councillors to consider and approve the minutes of the Parish Council meeting held on 13th January 2021.

5.1.1 These were believed to be factually correct. Cllr Powell proposed, Cllr Davies seconded. All Cllrs agreed the minutes from 13th January 2021

* 1. Review of actions from previous minutes

5.2.1 All actions complete

1. **ACTIONS & PROJECTS**
   1. Street Light 22979

6.1.1 Cllr Powell advised that streetlight 22979 is no longer working and will need to be replaced as per SCC policy to a LED light. Cllr Selby advised there was a broken light in Gipping Way. Cllr Maxwell advised there was a light out at the top of Glebe Close. Cllr Powell proposed that Kirsty be given the authority to get these replaced before reporting backing to Council. Cllr Davies seconded; all Cllrs agreed.

6.1.2 Action: Kirsty to sort replacements with SCC

1. **NEIGHBOURHOOD PLAN**

7.1 As per the planning meeting

1. **CONSERVATION AREA**

8.1 Cllr Davies advised that she had been in communication with other Parishes regarding having the Conservation Area status and what it entails to gain this. It was suggested to talk with Suffolk Preservation Society. Helen meeting with them Friday to discuss, and report back to Council of the findings.

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

9.1.1 All payments were reviewed by Cllrs. All Cllrs agreed payments. Cllr Powell proposed, Cllr Maxwell seconded, all Cllrs agreed.

* 1. Bank Reconciliation

9.2.1 All Cllrs approved bank reconciliation. Cllr Powell proposed, Cllr Davies seconded all Cllrs agreed.

* 1. Budget

9.3.1 Kirsty advised that there had been a miscalculation and the budget is £67,175 not £66,675.

9.3.1.1 Action: Clerk to produce paperwork for Cllr King to review.

* 1. Retainers

9.4.1 Cllrs discussed and agreed that the retainers will be reviewed in March 2021

1. **COVID-19**
   1. Laptops for disadvantaged children

10.1.1 Cllrs discussed the initiative from Blakenham PC to help disadvantaged high school children within the Parish. Cllr Davies advised that she had found 2 reconditioned laptops from Penny Lane costing £135.00 Dell & £195.00 Lenovo. It was suggested that these be given to the most vulnerable students to aid them with their home learning.

10.1.2 Action: Clerk to purchase and take to Claydon High School

1. **BURIAL GROUND**

11.1 Cllr Powell advised still awaiting response from families regarding existing memorial benches. Suggested putting signs by the benches asking owners to contact the PC.

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

12.1.1 Use of food trucks

12.1.2 Kirsty updated Cllrs there has been requests to have food trucks at functions at the barn. Cllrs discussed this and advised that consideration will be giving on an individual basis where, full details of the food truck is received. Action: HD to update TB T&C’s explaining this.

* 1. Allotments

12.2.1 Nothing to report

* 1. Community Shop

12.3.1 Nothing to report

* 1. Playing Field Management Committee

12.4.1 Land registration

12.4.1.1 Cllr Davies updated Cllrs that contact had been made with the PFMC to look into registering the playing field.

* 1. Children’s Play Area

12.5.1 Nothing to report.

* 1. Planning Committee

12.6.1 As per planning meeting

* 1. Beer Festival

12.7.1 The Beer Festival has been cancelled for May 2021

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

13.1 Councillors to consider and approve confidential minutes.

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

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

14.1 Wednesday 10th March 2021 @ 7:30pm

1. **ITEMS FOR NEXT MEETING**

15.1HD requested Conservation Area be added and for any other items to be sent to Kirsty a week before the next meeting.

1. **AOB**
2. **CLOSE OF MEETING**

17.1 Meeting closed at 21:29pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council