

Sporle with Palgrave Parish Council
Minutes of the Annual General Meeting of
Sporle with Palgrave Parish Council at the Community Centre, Sporle
On Thursday 10th May 2018 at 7.30pm.

Gordon Burrows GB Chairman
John Barley JB
Sue Clark SC
Helen Dye HD
Murdo Durrant MD (clerk to PC)

Kalvin McLeod KM Vice-Chairman
Helen Bartley HB
Jacqui Howard JH
Ed Colman EC (NCC Councillor)
No members of the public present

1. **To elect a chairman for the forthcoming year:** GB was nominated by SC, seconded by HB. GB stated he was prepared to stand for the forthcoming year. No other nominations were made. GB was elected unopposed. SC thanked GB for all his hard work through the year which went far beyond that was required. GB signed the acceptance of office form.
2. **To elect a vice-chair for the forthcoming year:** KM was nominated by HD and seconded by JH. KM stated he was prepared to stand for the forthcoming year. No other nominations were made. KM was elected unopposed. KM then signed the acceptance of office form.
3. **To receive and consider and vote on accepting apologies for absence:** Nil
4. **To approve the minutes of the meeting of the council held on the 12th April 2018:** The minutes were proposed as correct by HD and seconded by KM, they were agreed unanimously.
5. **To record any declarations of interest in any items discussed:** None.
6. **To adjourn the meeting to allow members of the public, and councillors with a prejudicial interest, to speak on agenda items:** None.
7. **To receive updates from County and District Councillors:** Cllr. Peter Wilkinson (Breckland District Council) was not present. EC (Norfolk County Councillor) gave a full a report in the Parish Meeting held prior to the AGM.
8. **To discuss any matters arising from the minutes of the meeting of 12th April 2017:** Nil.
9. **Planning:**
 - a) 3PL/2018/0299 a single detached house. There was a discussion around this application and it was resolved that no objections would be made to the outline planning, however there were reservations around the access onto the road and the steepness of the drive down to a soakaway on the main road through the village. If this was not constructed correctly it could lead to flooding at that point.
 - b) Any other planning applications received after the date of this agenda: Nil.
10. **Finance:**
 - a) To approve payments to be made as at Annex A: Proposed by KM seconded by HD agreed unanimously.
 - b) End of year finance and accounts report to be signed off: A full report of the end of year financial statement was given by MD, the bank balance was healthy in both the general account and the pavilion project account, MD went through the paperwork for the internal audit which was signed off by GB having been agreed at the previous meeting.
 - c) New auditing system from 2018: MD informed the meeting of what would happen to the annual accounts with the internal auditor and how the public could have access to the and ask for them to be externally audited.
11. **Highways:**
 - a) Cleaning/clearing mud and debris: GB said the potholes on Southacre Road had been filled in, but there was still large amount of mud and debris on the road which was not unusual at this time of year. GB then informed the meeting that the signs warning of pedestrians on the A1065 where Pedders Way crossed it towards Castle Acre had at last

gone up. However they were he felt not really fit for purpose or large enough to warn drivers sufficiently of pedestrian and horse traffic at that point. The signs had been paid for by a benefactor who had wanted signs similar to the large warning signs on the A47. GB now intended to find out what signs were actually asked for and paid for as this had taken over three years to get the signs in place and they not noticeable at all.

- b) Highway Rangers-specific requirements: EC asked that he be copied into any requests for the Highways Rangers, and any other correspondence regarding highways. HB said that the fence at end of the path opposite 81, The Street was broken, to be reported to Highways Rangers for their next visit.

EC left the meeting at 8.25pm as he had another meeting to attend. GB thanked him for his attendance.

A discussion took place around the removal of the cut down tree at the corner of Bunkers Hill and The Street. It was agreed that GB would assist JB and KM in working on the trees on Bunkers Hill. The PC agreed that the Gardening Group should go ahead with their plans for that corner but wait to start after the trees had been cleared for them.

12. The Pavilion and Playing field projects:

- a) Pavilion update: The football club players had started the work on the pavilion. To date it has been gutted, all the plasterboard has been taken down. The roof space had a large number of rook's nests in it and these have now all been removed.

The first thing they want to complete is the new carparking area. They have a quote for 1000m Sq. by 100mm deep, soil to be left on site. This will be made into a 3' high bank to stop vehicles crossing onto the playing field, the area will have one island in it where the septic tank is located. A light has been fitted onto the pavilion. EAS Plant Hire were supplying the plant, the footballers were providing the people. The cost would be £5000 + VAT. This was agreed with four votes for and two abstentions.

The size of gate required going onto the field was discussed and it was agreed that it needed to be large enough to allow a ride on lawnmower access. This was unanimously agreed. The football club have requested that a new container similar to the one currently in use be purchased at a cost of £4872, this would be painted green to help in it blending in. It would be used to store all of the equipment currently in the one they have which they wish to turn into a covered stand for spectators. It was agreed by the PC that GB would discuss this with the Football Club before any agreement was made, and this would be brought back before the PC at a later date. There had been complaints about the tyres and other rubbish that was on the playing field. GB explained that these had all been discovered when the tree work was completed and would be removed once the skips arrived to dispose of the rubbish from clearing out the pavilion. MD informed the meeting that he had sent an invoice for last years rental of the pitch to the football club but to date had no reply.

- b) Playground update: GB informed the PC that a cheque for £220 had been received from Waitrose for play equipment, this had now been paid into the pavilion account.
- c) Norse and grass cutting contract update: NORSE had now started cutting the grass on the playing field, except the pitch itself which was still the responsibility of the football club, and the church yard front and sides, but not the rear.

- 13. **SAM2 sign update:** MD informed the PC that Castle Acre were not interested in purchasing the current SAM2 sign off of us. JB said would it be worth buying Castle Acre out for £300? GB asked if there were any benefits to the new SAM2 sign? KM informed the PC of the new information, it would not be possible to access information about the ownership of vehicles.

- 14. **GDPR statement on all Parish Council documents:** MD explained the need to have a privacy statement and a 'disclaimer' on all council emails. He further explained that there would be a need for a log to be kept of all data held.

- 15. **To consider correspondence. (All circulated prior to meeting).**

- 16. **Date and time of next meeting.**

Thursday the 14th June 2018, 7.00pm at the Community Centre, Sporle

Gordon Burrows

.....

Chairman of Sporle Parish Council

14th June 2018