Sporle with Palgrave Parish Council

Minutes of the council meeting of
Sporle with Palgrave Parish Council at the Community Centre, Sporle
On Thursday 14th June 2018 at 7.30pm.

Gordon Burrows GB (Chairman)	Kalvin McLeod KM (Vice Chairman)
Sue Clark SC	Jacqui Howard JH
John Barley JB	Helen Bartley HB
Murdo Durrant MD (Clerk to Parish Council)	Peter Wilkinson PW (Breckland District Council

No members of the public present.

1. **To receive and consider and vote on accepting apologies for absence:** Helen Dye apologised for her absence due to ill health, Cllr Ed Colman also apologised as he was unwell due to being bitten by an adder. It was proposed to accept these reasons by SC and agreed unanimously.

2. **To approve the minutes of the meeting of the council held on the 14th June 2018:** The minutes of the last meeting on 14th of June 2018 were proposed as correct by KM seconded by SC and passed unanimously.

3. **To record any declarations of interest in any items discussed:** Nil.

4. **To adjourn the meeting to allow members of the public, and councillors with a prejudicial interest, to speak on agenda items:** Nil.

5. **To receive updates from County and District Councillors:** An update from PW was given as to what has been happening in Breckland District Council (BDC) area. BDC local services centre has been closed and interim service has been available in the Swaffham library on Tuesdays and Fridays which include the tech buggy. The council was contacting dentists as patients are not getting to register for up to 12 months, the council was also pushing for an out of hours service in the area, to assist with emergency needs. The new General Data Protection Regulations (GDPR) were now law, one of he good things was that Parish Councils did not have to have a defined Data Protection Officer (DPO),but must have someone who is in control of Data Protection.

6. **To discuss any matters arising from the minutes of the meeting of 14th June 2017:** JB asked if there was any update on the Highway Rangers, MD had heard nothing. PW stated that he would be bringing up the problems of the Rangers with Norfolk County Council (NCC). GB asked about the grass cutting, JH said that they were not cutting the nettles, MD to ask them to do so.

7. **Planning:**
   a) 3PL/2018/0553 First floor rear extension 3, Hills Close: The application was discussed and there were no dissenting voices. The application was proposed by JH seconded by JB and passed unanimously.
   b) Dunham Road development: To be discussed at a further meeting.

8. **Finance:**
   a) To approve payments to be made as at Annex A: proposed by JH seconded by KM passed unanimously.
   b) Finance and accounts report: MD gave his report on the finances, which were in good order and running at the correct level. Proposed by HB seconded by JH passed unanimously.
   c) Insurance for 2018-19 due: MD informed the council of the options available to them from the Insurers, it was agreed to go with the three year deal offered which gave the PC a 5% discount for the first year.
   d) New external hard drive required urgently: MD explained that a new external hard drive was now required urgently due to problems with the current one. He further explained that under GDPR we should have all our data backed and secured away from the working copy. It was decided that MD should purchase two external hardrives of at least 1TB. GB would keep the back up which MD would back up at least twice a month.

9. **Highways:**
   a) Cleaning/clearing mud and debris: The road signs had been left in place in The Street for long after the work had concluded, causing problems for some motorists. It was also felt that they were in the wrong place for the work being undertaken causing danger to drivers coming off of the A47. If works are proposed for the future the PC would need to ensure that NCC highways take the PC's concerns seriously.
   b) Bunkers Hill JW The Street garden club work: The garden club had asked MD when the tree parts at the junction of Bunkers Hill and The Street would be removed so that they could start work. KM, JB and GB said they would do their best to have them removed as soon as possible.

10. **The Pavilion and Playing field projects:**
    a) Pavilion update: GB had little to report, would contact the footballers doing the work next week and hoped to have more information at the next meeting. He did hand £25 raised by Biddy Vogels daughter to the Clerk for payment into the Pavilion account. GB and all councillors thanked her for her efforts in raising this money. JB asked if a letter of thanks could be sent to Willie Purple for cutting the nettles on the playing field. mD to have one ready for the next meeting.
    b) Playground update: No further update.
    c) Norse and grass cutting contract update, complaints from residents, cutting of church yard and football pitch: MD informed the meeting that a parishioner had said he would top the playing field for the PC for £30 and the grass cutting for hay. This was agreed. MD informed the meeting that he had received a complaint from one parishioner about the rear part of the churchyard not being cut leaving it looking untidy. GB said the reason it was no longer being cut was because a church warden had in the past complained about damaged to head stones, vases and flowers left by relatives of those buried there. There was then a discussion about the cutting of the churchyard under the PC's contract with Norse. It was decided that this should be a separate agenda item at the July PC meeting.

11. **SAM2 sign update:** MD informed the meeting that Castle Acre PC were not interested in buying our half of the shared SAM2 sign. GB said he had looked at the contract and we would need to give them 12 months notice anyway if we wished to terminate the contract and then it was to be handed to the other party. KM said that the batteries were not taking the charge and subsequently all data was being lost. He said he could take them to Westcotetech and they would replace them at a cost of £80+ VAT. At the moment they would show the speed on the flashing sign but not record any details for analysis. He also said we could still get the 50/50 funding from NCC if we wanted to buy our own. GB proposed that we get the money together to buy a new one and terminate the contract with Castle Acre 12 months on. It was asked if the police ever came out as a result of the information gained from the SAM2, KM said they had in the past and would again. It was suggested that in the interim we should write to Castle Acre informing them that we needed to buy new batteries for the SAM2 sign and would give them 50% of the cost and they take the batteries to Westcotetech for repair. This was unanimously agreed.

12. **Updating all Parish Council policies and providing a publications list for residents:** MD informed the meeting that under GDPR it was now necessary to keep a register of all the personal information we kept and why. This would take some time to set up and maintain for the future, it was agreed that he could add any hours for this extra work to his scheduled hours.

13. **GDPR statement on all Parish Council documents:** MD informed the meeting that all council documents should have a GDPR statement on them. Further a new Privacy statement had been written and was now on the PC website.

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

15. **Date and time of next meeting:**

Thursday the 13th September 2018 at 7.30pm
In
The Community Centre, The Street, Sporle

Gordon Burrows
Chair of Parish Council

12th July 2018