

Sporle with Palgrave Parish Council

4th April 2023

Dear Councillor,

Your attendance is required at a **Meeting of the Parish Council** to be held on Thursday 13th April 2023. The meeting is to be held in the Community Centre, Sporle with Palgrave and will follow the Annual Parish Meeting.

Members of the Press and Public are cordially invited.

Sarah Hunt

Sarah Hunt
Parish Clerk

Agenda

1. Apologies.

To receive and note apologies for absence.

2. Minutes.

To approve the minutes of the Full Council meeting held on the 9th March 2023.

3. Declarations of Interest.

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.
To consider any dispensation requests.

4. Public Participation and Reports.

- 4.1 County Councillor - position currently vacant.
- 4.2 District Councillor Peter Wilkinson – apologies sent.
- 4.3 Members of the Public. To receive comments concerning matters on the agenda.

5. To receive updates on any matters not elsewhere on the agenda.

Note – no decisions may be made under this agenda item.

- 5.1 SAM2 sign – availability of data. G Burrows.
- 5.2 Bus Shelter seat installation. Cllr K McLeod
- 5.3 Donation of old bench to Swaffham Men's Shed. Cllr K McLeod.
- 5.4 Unity Trust Bank opening – Parish Council account open.
- 5.6 Village King's Coronation meeting update. Cllr G Burrows.
- 5.7 Grit Bin – awaiting response from Cllr Fabian Eagle.
- 5.8 Kings Coronation Celebratory Grant Fund application for flags – unsuccessful.
- 5.9 Gardening Club request for permission for sponsorship – withdrawn.

6. Planning.

- 6.1 To consider consultee response to applications received from Breckland District Council.
 - 6.1.1 3PL/2023/0338/EU. SPORLE Land east of the Street. Lawful Development Certificate to confirm the commencement of development on pp 3PL/2019/0921/F (Cert. Law.Exit.Use) Historical information requested.
- 6.2 To receive notification of Planning decisions taken by Breckland District Council.
 - 6.2.1 3PL/2022/1215/F. GREAT DUNHAM: AND LITTLE DUNHAM Land West of Palgrave Road. Construction and operation of a solar photovoltaic farm with battery storage and associated infrastructure, including inverters, substations, security cameras, fencing, access tracks and infrastructure. APPROVED.

7. Finance:

- 7.1 To approve payments to be made as at Annex A.
- 7.2 Finance Report – Clerk. To consider end of year accounts if available.
- 7.3 To note 1st Precept instalment of £11,853.93 has been paid by Breckland District Council. (50% of £23,707.85).
- 7.4 Barclays Bank – update to clerk's address. Complete.
- 7.5 Grubby Mitts Grant Application – bank details still awaited.
- 7.6 Barclays Bank – update re: changing to Clerk address and adding to mandate. Cllr G Burrows.
- 7.7 To consider a donation for churchyard grass cutting of £300.00 as requested.

8. Elections.

- 8.1 To note that there will be an election for District Council representation on 4th May 2023. Voter identification necessary.
- 8.2 To note that there was no poll necessary at Sporle with Palgrave and four members were elected unopposed to take their seats in May.

9. Administrative Matters:

- 9.1 To receive a report following a presentation on the installation of car charging points.
- 9.2 To consider membership of Norfolk Parish Training Partnership - £237.08/p.a.
- 9.4 To consider membership of Norfolk ALC - £255.68 plus website £70.00 (member) or £105.00 (non member).

10. Village Maintenance:

- 10.1. Ditch cutting to go to May meeting.

11. Correspondence.

- 11.1 Email Necton Parish Council Notification of Neighbourhood Plan Consultation. Prev. Circulated.

12. Date and time of next meeting.

To agree the next Charity Trustee meeting date.
Thursday May 18th 2023 - Annual Parish Council Meeting
Thursday 8th June 2023
Thursday 13th July 2023.

To consider a resolution to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

16. Staffing Matters.

- 16.1 To consider offering permanent appointment to Parish Clerk following probationary period – employed from 1st January 2023.
- 16.2 To consider whether to withhold the annual increment on 1st April from SCP26 – SCP27. £17.10/hour to £17.58/hour. All as contract; *Subject to satisfactory performance, you will be able to progress through salary scale LC29 (29-32) until you reach salary point 32. Increments agreed will be payable on the 1st April each year. *Should read 24-28 until you reach salary point 28.*
- 16.3 To consider pension provision for Clerk as previously discussed during recruitment.

Sporle with Palgrave Parish Council

Minutes of a **Meeting of the Parish Council** held on Thursday 9th March 2023 at 7.30pm at the Community Centre, Sporle with Palgrave.

Present: Cllrs John Barley, Helen Bartley, Janis Bevan, Gordon Burrows (Chair), Helen Dye, Calvin McLeod.

Clerk: Mrs Sarah Hunt

Three members of the public and District Councillor Peter Wilkinson were also present.

1. Apologies.

Cllr Jacqui Howard – health.

2. Minutes.

The minutes of the Full Council meeting held on the 9th February 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr J Bevan, seconded Cllr K McLeod.

3. Declarations of Interest.

None.

4. Public Participation and Reports.

4.1 County Councillor - position currently vacant.

4.2 District Councillor Peter Wilkinson reported on funding successes for Breckland District Council; brought the new battery and electrical item recycling service; discussed dog fouling within the village – fouling is not against the law, but anyone not picking up is breaking the law – the Dog Warden would be pleased to hear of any particular trouble spots; the food bus.

4.3 Police: The next meeting Safer Neighbourhood Priority setting meeting will be held on 6th April, starting at 7pm in the North Pickenham Village Hall. All are welcome to attend.

4.4 Members of the Public addressed the council. Item 9.2 was taken at this point. Council was asked if it would consider additional solar lighting – to be brought to Council at Budget setting. The village sign is anticipated to be reinstated in April weather dependent.

5. To receive updates on any matters not elsewhere on the agenda.

5.1 SAM2 sign – availability of data. G Burrows reported that on 9th February at 12.30am a vehicle was registered doing 65mph. The traffic movement average is 663 cars/day.

5.2 Bus Shelter seat installation – order sent. NOTED.

5.3 Donation of old bench to Swaffham Men's Shed. Cllr K McLeod reported this will happen when the new seat is installed.

5.4 Household Support Fund Balance – returned. NOTED.

5.5 Unity Trust Bank opening – forms completed. NOTED.

5.6 Village King's Coronation second meeting update. Cllr G Burrows reported that a group has been formed that will meet again on the 10th March 2023.

5.7 The Parish Council now has a facebook page: Sporle with Palgrave Parish Council. NOTED.

5.8 NOTED that all necessary work has been done with the Council laptop.

5.9 Grit Bin Installation – NOTED that Ed Colman is no longer the County Councillor. An email has been sent to Cllr Fabian Eagle as advised by Breckland District Council to see if this was actioned prior to his departure.

5.10 Village Sign re-installation. Cllr G Burrows.

6. Planning.

6.1 To consider consultee response to applications received from Breckland District Council.

- 6.1.1 NONE.
- 6.2 To receive notification of Planning decisions taken by Breckland District Council.
 - 6.2.1 3DC/2022/0340/DO – Sporle Residential Development PLOT 1, Hills Farm, The Street, PE32 2EA. Discharge of Conditions 6 & 8 on 3PL/2021/0802/F Erection of dwelling & garage – plot 1 (Discharge Conditions). DOC – COMPLETE. NOTED.
 - 6.2.2 3PL/2023/0045/F – Sporle Elephant and Castle Child Care Centre, Dunham Road, PE32 2DD. Change of use from Class E (childcare centre) to C3 Dwellinghouse. (Full). PERMITTED. NOTED.

7. Finance:

- 7.1 It was RESOLVED to make the payments as at Annex A. PROPOSED Cllr K McLeod and seconded Cllr J Bevan.
- 7.2 Finance Report – the Clerk reported that there was £9,579.04 in the Community Account – this will be transferred to the Charity as soon as the account has been opened with Unity. The Council account has an adjusted closing balance of £20,201.13 as at the end of January – the address has still not been updated and more recent bank accounts are not available. Councillors were issued with budget to date spreadsheets and invited to review the expenditure of the Council.
- 7.3 It was RESOLVED to appoint Internal Auditor Catherine Moore. PROPOSED Cllr Dye, seconded Cllr Barley.
- 7.4 It was CONFIRMED that a grant application has been submitted to Breckland District Council's Kings Coronation Celebratory Grant Fund for the amount of £100.00 to be put towards flag provision. It was AGREED to make a donation from the Parish Council to match fund this amount, Royal British Legion to be invited to contribute.
- 7.5 A request for a donation from AGE UK was RECEIVED. The Clerk was asked to collate all requests for donations and bring them to the budget setting meeting in the Autumn.
- 7.6 NOTED direct debit for mobile phone moved to Council account from Clerk.
- 7.7 Grubby Mitts Grant Application to next meeting – bank details requested and not received.
- 7.8 Barclays Bank – update re: changing to Clerk address and adding to mandate. In Hand. Current signatories are: Cllrs K McLeod, H Dye, G Burrows.

8. Policies Review

- 8.1 It was RESOLVED to ADOPT the Financial Risk Assessment as presented. PROPOSED Cllr McLeod, seconded Cllr Bevan.

9. Administrative Matters:

- 9.1 To consider moving meeting start time to 7pm. May meeting
- 9.2 The meeting considered a request from Gardening club for permission to post sponsorship on barrels. Photographs are going to be forwarded to the Clerk for circulation to enable a better understanding of how it will look.
- 9.3 Sydney Dye Court/Newfields Land ownership. Land registry cadastral parcel plan was circulated along with Norfolk County Council title deeds. NOTED that this is not a parish council matter.
- 9.4 It was RESOLVED to appoint Dr Bidy Vogel as a Trustee to Sporle Relief in Need charity. PROPOSED Cllr H Dye, seconded Cllr J Barley.
- 9.5 Insurance response NOTED: Football club lawnmowers cannot be covered by Parish Council Policy. Cllr G Burrows to notify the Club.
- 9.6 It was RESOLVED to confirm the appointment of Mrs Sarah Hunt as Clerk and Responsible Financial Officer from 1st January 2023. PROPOSED Cllr H Dye, seconded Cllr K McLeod.

10. Village Maintenance:

- 10.1 Ditch Clearance – to confirm responsibility for ditches sits with Internal Drainage Board. NOTED.
- 10.2 To consider any quotations received for ditch cutting. May meeting.

11. Correspondence.

None.

12. Date and time of next meeting.

Thursday 13th April 2023 to follow Sporle Pavilion AGM and Annual Parish Meeting.

Thursday 13th April 2023 – Sporle Pavilion AGM at 7pm. Annual Parish meeting to follow. Parish Council meeting to follow.

Thursday May 18th 2023 - Annual Parish Council Meeting

Thursday 8th June 2023

Thursday 13th July 2023.

ANNEX A – Payments made February 2023.

Payments to be made by Sporle with Palgrave Parish Council - February 2023				
Company	Amount	VAT	Reason	Cheque/DD
unity bank	£500.00		open new account	102261
R Tyrrell	£25.00		Bus Shelter Cleaning - january	102262
Sporle Community Association	£22.50		Hall Hire 2nd and 9th March	102263
Sarah Hunt	£592.80		March Salary	102264
Homeworking	£26.00		March	102264
HMRC	£148.20		March payment	102265
Sarah Hunt phone refund	£6.00		device payment february - direct debit changed	102267
Sarah Hunt refund	£6.00		land registry title deed download	102268
Vodafone	£14.44	£ 2.90	Jan/Feb airtime contract	DD 10/3/23
Broadland Computers	£227.50	£ 45.50	Computer update	102266
e-on	£9.21	£ 0.46	Pavilion January (1.2.23 - 8.2.23)	DD
Wave - Pavilion	11.21		6th November to 5th February	A/c in Credit.
SSE	£615.49	£ 114.07	Street Lighting electricity - Feb	DD
Total	£2,204.35	£ 162.93		
RECEIPTS				
Grant - eon	£150.00			

The meeting closed at 9.24pm.

Signed:

Dated:

From: planning@breckland.gov.uk
Sent: 31 March 2023 14:35
To: clerksporlepc@gmail.com
Subject: EU Consultation Letter - PC/WR

CONSULTATION - CERT. LAW.EXIST.USE

REFERENCE: 3PL/2023/0338/EU

PROPOSAL: Lawful Development Certificate to confirm the commencement of development on pp 3PL/2019/0921/F

LOCATION: SPORLE: Land east of The Street

APPLICANT: Essex Farm Partnership

With reference to the above application.

This is not an application for planning permission for a building or for a change of use of land. In effect this is a claim that a use has existed for such a length of time, that the use is now the established or legal use.

The purpose of this letter is to request any historic information that you have which will either prove or disprove the statement made by the applicant. With an application of this type, the planning merits of the submission are not relevant, only whether the information supplied is correct or not.

I would welcome any information that you are able to supply by **23rd April 2023**.

I trust this is of assistance.

[Click here to leave your comments](#)

[Quick Consultees Register your comments here](#)

Email disclaimer:

The information contained in this email is confidential and intended only for the person or organisation to which it is addressed. If you have received it by mistake, please disregard and notify the sender immediately. Unauthorised disclosure or use of such information may be a breach of legislation or confidentiality and the content may be legally privileged. Any improper dissemination, forwarding, printing, or copying of this email is strictly prohibited. Emails sent from and received by employees of Breckland District Council may be monitored. They may also be disclosed to other people under legislation, particularly the Freedom of Information Act 2000, GDPR, the Data Protection Act

2018 and the Environmental Information Regulations 2004. If you have contacted the Council for a service any personal data you share will be used to help you access its services, or to answer your enquiry in line with our Privacy Policy. For full details of your rights please visit our website at www.breckland.gov.uk. Unless this email relates to Breckland District Council business it will be regarded by the Council as personal and will not be authorised by or sent on behalf of the Council.

Installation of Electricity Car Charge Points: Presentation 4th April 2023.

This was for a scheme called 'Plug In Norfolk'.

Presented by Kurt Booth – EV Infrastructure Project Engineer, Peter Strange – Norfolk alc.

Norfolk County Council has received grant funding from central government and is looking to use this to add to the Vehicle Electricity Charge Points across Norfolk in conjunction with Parish Councils.

This is because they feel that Norfolk relies upon tourism, and for day trips and holidaymakers the dearth of local, publicly available points (see ZAPMAP) will have a huge knock on effect. There is also not the purchase of electric vehicles that is needed, and it is 'chicken and egg' as people are put off due to lack of charging points.

[Map of electric charging points for electric cars UK: Zap-Map](#)

This scheme is to install points (in 2's) on Community Centres/Village Halls etc where there is a car park which is open 24/7, and those using it to charge their cars do not need to use the facilities to utilise the charger.

Norfolk County Council will pay for all the install costs; maintenance; an allowance to cover the electricity used by the car drivers based on readings from the unit. It should be net of cost on these things.

The property owner would need to insure the points.

Norfolk County Council will use any income from charge points that are heavily used to balance those that are not used as much – there will be no income for the premises owner.

The approach has been to Parish Councils, however they are considering also dealing directly with charities that manage public venues. This should therefore be available to Parish Councils and charities managing Community Halls.

The scheme will prioritise installation where there is no other local provision (or nearby). It will be a 7 – 22KW charger. Some will be rapid charge dependent on local electricity provision.

A no obligation site visit can be requested for assessment purposes and this will be free of charge.

They are looking to start the process by the end of April with installation during 2023.