

# Sporle with Palgrave Parish Council

11<sup>th</sup> May 2023

Dear Councillor,

Your attendance is required at a **Meeting of the Parish Council** to be held on Thursday 18<sup>th</sup> May 2023. The meeting is to be held in the Community Centre, Sporle with Palgrave at 7.30pm.

Members of the Press and Public are cordially invited.

*Sarah Hunt*

Sarah Hunt  
Parish Clerk

## Agenda

### 1. Election of Chairman.

This item will be chaired by outgoing chairman Mr Gordon Burrows.

### 2. Election of Vice Chairman.

### 3. Apologies.

To receive and note apologies for absence.

To resolve to accept declaration of office forms at a delayed date if necessary.

### 4. Co-option.

To consider any applicants for co-option to the Council.

### 5. Minutes.

To approve the minutes of the Full Council meeting held on the 13<sup>th</sup> April 2023.

### 6. 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.

### 7. Public Participation and Reports.

7.1 County Councillor - position currently vacant.

7.2 District Councillor Peter Wilkinson – apologies sent.

7.3 Members of the Public. To receive comments concerning matters on the agenda.

### 8. To receive updates on any matters not elsewhere on the agenda.

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

8.1 Donation of old bench to Swaffham Men's Shed. Cllr K McLeod.

8.2 Village King's Coronation celebrations – to receive any feedback.

8.3 Grit Bin – update – Clerk.

8.4 To note that the Clerk has received communications confusing the role of the Parish Council and the Community Centre Trustees. The Community Centre is not managed, or owned by the Parish Council.

8.5 Village Sign – to receive update on repair/maintenance.

### 9. Planning.

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

9.1.1

9.2 To receive notification of Planning decisions taken by Breckland District Council.

9.2.1

### 10. Finance:

58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5H  
Email: clerksporlepc@gmail.com

tel: 07552116126

- 10.1 To approve payments to be made as at Annex A.
- 10.2 Finance Report – Clerk. To consider end of year accounts if available.
- 10.3 To note 1<sup>st</sup> Precept instalment of £11,853.93 has been paid by Breckland District Council. (50% of £23,707.85).
- 10.4 Barclays Bank – update to clerk's address. Complete.
- 10.5 To consider insurance quotations.
- 10.6 To note current signatories on accounts and agree new signatories.
- 10.7 To note that S137 payments per member of the electorate 2023/24 have been set at £9.93/parishioner.

#### **11. Annual Matters.**

- 11.1 To elect a Parish Council representative to the Town Farm Trust.
- 11.2 To consider representation to any other external body.
- 11.3 To review and adopt Standing Orders as presented.
- 11.4 To review and adopt Financial Regulations as presented.
- 11.5 To review and adopt Complaints Procedure as presented.
- 11.6 To review and adopt the press/media policy.
- 11.7 To note that the employment policies will be reviewed at the July meeting.

#### **12. Administrative Matters:**

- 12.1 To receive an update regarding accessing SAM2 data – Clerk.
- 12.2 To consider holding meetings at 7pm.
- 12.3 To note that the review of the assets and property will be at the June meeting.
- 12.4 To consider approaching the community payback team.

#### **13. Village Maintenance:**

- 13.1 Ditch cutting.
- 13.2 To note the Highways Rangers will be visiting shortly – to notify clerk of any defects that need reporting.

#### **14. Correspondence.**

14.1

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|-------|-------------|--------------------|--------------|
| Email | Norfolk ALC | DLUHC Consultation | For comment. |
|-------|-------------|--------------------|--------------|

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

Charity Trustee meeting Thursday 25<sup>th</sup> May 2023. All Trustees to be invited.  
 Thursday 8<sup>th</sup> June 2023  
 Thursday 13<sup>th</sup> July 2023  
 August – NONE  
 Thursday 14<sup>th</sup> September 2023  
 Thursday 12<sup>th</sup> October 2023  
 Thursday 9<sup>th</sup> November 2023  
 Thursday 14<sup>th</sup> December 2023  
 Thursday 11<sup>th</sup> January 2023  
 Thursday 8<sup>th</sup> February 2023  
 Thursday 14<sup>th</sup> March 2023  
 Thursday 11<sup>th</sup> April 2023 – Also Annual Parish Meeting.  
 Thursday 9<sup>th</sup> May 2023 – Annual Parish Council Meeting.

#### **16. Matters for next agenda.**