

Minutes of the ANNUAL Sporle with Palgrave Parish Council Meeting

held on Thursday 18th May 2023
in the Community Centre, Sporle with Palgrave at 7.30pm.

Present: Cllrs J Bevan, H Dye (part), K McLeod (chair), H Taylor, L Taylor.
Clerk: Sarah Hunt

Three members of the public were present.
County Councillor William Nunn and District Councillor Peter Wilkinson were in attendance.

1. Election of Chairman.

This item was chaired by outgoing chairman Mr Gordon Burrows. Cllr K McLeod was PROPOSED by Cllr J Bevan and seconded by Cllr L Taylor. Elected.

2. Election of Vice Chairman.

Cllr J Bevan was PROPOSED by Cllr McLeod and seconded by Cllr L Taylor. Elected.

3. Apologies.

None.

4. Co-option.

Helen Dye was PROPOSED by Cllr K McLeod, seconded by J Bevan and co-opted onto the Council. Cllr H Dye joined the meeting.

5. Minutes.

The minutes of the Full Council meeting held on the 13th April 2023 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr J Bevan, seconded Cllr L Taylor.

6. Declarations of Interest.

None.

7. Public Participation and Reports.

7.1 County Councillor – William Nunn was welcomed as the new County Councillor and brought up to date with the outstanding grit bin installation. Items brought to his attention were that the potholes had not been repaired prior to the road dressing and the drainage culverts not cleared during the local Highways work in the Parish.

7.2 District Councillor Peter Wilkinson was welcomed as District Councillor. The footpath overgrowth was discussed on The Street, with nettles growing onto the footpath from the ditch.

7.3 Members of the Public. None.

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 reported that the bench has been removed but remains to be delivered.

8.2 Village King's Coronation celebrations – The local events went very well.

8.3 Grit Bin – update – next meeting. Clerk to forward emails to Cllr William Nunn.

8.4 NOTED 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 – The Clerk is aware of the location of the sign. The budget was issued to Councillors and reviewed. There is no provision for this repair which is anticipated to be in the area of £800.00.

8.6 It was noted by Councillors present that there is a training budget available of £400.00. Councillors were encouraged to communicate with the Clerk over any training they wished to undertake.

9. Planning.

- 9.1 To consider consultee response to applications received from Breckland District Council.
 9.1.1 None
- 9.2 To receive notification of Planning decisions taken by Breckland District Council.
 9.2.1 None

10. Finance:

- 10.1 It was RESOLVED to approve payments to be made as at Annex A. PROPOSED Cllr J Bevan and seconded Cllr K McLeod. This with the addition of £600.00 to be returned to Norfolk Community Foundation for the remaining COVID Grant return. Clerk overpayments to be deducted from Payments made. £3.33 overpayment on homeworking/expenses.
- 10.2 Finance Report – Clerk. Year end accounts and bank reconciliations to next meeting.
- 10.3 NOTED 1st 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 Insurance – Council is under a three year contract with Gallagher. £1,352.23 to be paid.
- 10.6 Current signatories on accounts are:
 Barclays – Gordon Burrows, Helen Dye, Kalvin McLeod, Elizabeth Durrant.
 Unity – Kalvin McLeod, Helen Dye, Janis Bevan.
 To next meeting – to consider closing Barclays account.
 Charity Account opening still outstanding.
- 10.7 NOTED that S137 payments per member of the electorate 2023/24 have been set at £9.93/parishioner.

11. Annual Matters.

- 11.1 It was RESOLVED that Cllr Helen Dye be the Parish Council representative to the Town Farm Trust.
- 11.2 Cllr Louise Taylor to attend Police SNAP meetings.
- 11.3 The Standing Orders were AGREED as presented. Only change was point 17.a.v which was increased from £25,000 to £30,000 in line with national change in the procurement regulations.
- 11.4 The Financial Regulations were AGREED as presented. Only change was point 11.1 b which was increased from £25,000 to £30,000 in line with national change in the procurement regulations.
- 11.5 The Complaints Procedure was AGREED as presented. Change was the Clerk contact information.
- 11.6 NOTED that the press/media policy will be reviewed in the June meeting.
- 11.7 NOTED 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 to ascertain if the correct software is available.
- 12.2 It was AGREED to hold meetings at 7pm. To be reviewed in December meeting.
- 12.3 NOTED that the review of the assets and property will be at the June meeting. UKSMO sheet to be checked.
- 12.4 Clerk to check availability of the community payback team.

13. Village Maintenance:

- 13.1 Ditch cutting. Clerk to report hanging trees and nettles. Boundary guidance from Highways to be distributed to councillors. Article for newsletter. Clerk to see if Community Payback team is available.
- 13.2 NOTED that the Highways Rangers will be visiting shortly – to notify clerk of any defects that need reporting.

14. Correspondence.

14.1

Email	Norfolk ALC	DLUHC Consultation	No comment.
-------	-------------	--------------------	-------------

15. Date and time of next meeting.

Charity Trustee meeting Thursday 25th May 2023 CANCELLED.
 Thursday 8th June 2023

Charity Trustee meeting Thursday 15th June 2023.
 Thursday 13th July 2023
 August – NONE
 Thursday 14th September 2023
 Thursday 12th October 2023
 Thursday 9th November 2023
 Thursday 14th December 2023
 Thursday 11th January 2023
 Thursday 8th February 2023
 Thursday 14th March 2023
 Thursday 11th April 2023 – Also Annual Parish Meeting.
 Thursday 9th May 2023 – Annual Parish Council Meeting.

16. Matters for next agenda.

Payments to be made by Sporle with Palgrave Parish Council - May 2023					
Company	Amount	VAT		Reason	Cheque/DD
R Tyrrell	£25.00		£25.00	Bus Shelter Cleaning -April	chq 700065
Sporle Community Association	£18.00		£18.00	Hall Hire May	Chq700068
May staffing	£1,149.26		£1,149.26	May staff costs	bacs
Homeworking allowance	£26.00		£26.00	May	bacs
Eon	£36.90	£ 1.85	£38.75	pavilion 9.4.23 to 8.5.23	DD
Vodafone			£0.00	contract	DD
westcotec	£1,800.00	£ 360.00	£2,160.00	Solar Light	chq 700066
wave - April	£16.00		£16.00	pavilion	DD
wave - to may 6th	£67.80		£67.80	pavilion	DD
SSE - Streetlights	£637.20	£ 118.12	£755.32	April payment	DD
Norfolk Community Foundation	£600.00		£600.00	Return unspent COVID Grant	Chq 700067
			£4,257.13		
Total	£3,777.16	£ 479.97	£4,257.13		

Signed:

Dated: