

Minutes of the Meeting of the Parish Council held on Thursday 8th June 2023
in the Community Centre, Sporle with Palgrave at 7.00pm.

Present: Cllrs M Cousins(part), H Dye, K McLeod (chair), P Smith (part), H Taylor, L Taylor.
In attendance three members of the public (2 – part). Clerk: Mrs Sarah Hunt.

1. Apologies.

Cllr J Bevan – alternative commitment.

2. Co-option.

Applicants were considered for the two vacancies remaining following the election on 4th May 2023. Maggie Cousins and Paul Smith were co-opted onto the Council and signed declarations of acceptance of office and joined the meeting.

3. Minutes.

The minutes of the Full Council meeting held on the 18th May 2023 were AGREED as a true and correct record and signed by the Chairman. PROPOSED Cllr L Taylor, seconded Cllr K McLeod.

4. Declarations of Interest.

Cllr H Taylor notified the meeting of an interest in item 8.2 as an editor of the newsletter. He took no part in the discussion or vote on this matter.

5. Public Participation and Reports.

5.1 Apologies were received from County Councillor William Nunn. Cllr Nunn continues to investigate the gritting routes and provision of additional bins.

5.2 District Councillor Peter Wilkinson informed the meeting of a number of projects currently being delivered by Breckland Council. The recycling credit payments had been chased by Cllr Wilkinson and should be made to Sporle with Palgrave Parish Council shortly. Following recent verge cutting, including in the village of Sporle, NORSE had been invited to a meeting to discuss the standards being attained. These should be improved.

5.3 Members of the Public. The condition of the playground was mentioned – this will be discussed by Trustees.

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

No decisions may be made under this agenda item.

6.1 Donation of old bench to Swaffham Men's Shed. This has now been delivered.

6.2 Overhanging trees/weed growth, The Street. Reported to Norfolk County Council.

6.3 Grit Bin – update – Cllr W Nunn progressing.

6.4 Village Sign – now back in place.

6.6 Review of streetlights and UKSMO data – ongoing. The clerk was asked who was responsible for lights on High View and near Hill Farm.

6.7 Community Payback – Possible projects to be advised to Clerk for passing along.

7. Planning.

7.1 To consider consultee response to applications received from Breckland District Council.
None

7.2 To receive notification of Planning decisions taken by Breckland District Council.
None

7.3 Certificate of Lawfulness: 3PL/2023/0507/LU. Hollie Lodge, 26 The Street. Removal of garage door replaced by half height brick wall with new window above – Certificate of Lawfulness – Proposed use. Noted.

8. Finance:

8.1 It was RESOLVED to approve the payments to be made as at Annex A. PROPOSED Cllr McLeod, seconded Cllr Dye.

8.2 It was RESOLVED to offer the Parish Magazine a donation of £400.00 as requested. PROPOSED Cllr McLeod, seconded Cllr Dye.

8.3 It was agreed in principle to move payments for pavilion electricity to Charity account – and move to payment by direct debit. To be revisited once Charity account opened. It was AGREED to accept the up to date eon quotation for business plan renewal. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.

Councillor Paul Smith left the meeting.

8.4 The contract offer from SSE was discussed – the clerk has ascertained there are three separate unmetered supplies to streetlights, details are still being sought. NEXT MEETING.

The renewal prices presented to the meeting were AGREED for one year. PROPOSED Cllr McLeod, seconded Cllr Dye.

Councillor Paul Smith rejoined the meeting.

8.5 The Internal Audit report was RECEIVED and recommendations CONSIDERED;

8.5.1 The meeting considered instructing a valuation for the pavilion – to Trustees.

8.5.2 It was noted that any other issues will be rectified by Clerk/RFO during 2023-24.

8.6 Bank Reconciliation to 31.3.23 – NOTED. The RFO was asked to right off cheque number 102190 as it had not been cashed due to the payee being incorrect. Value £60.00.

8.7 The meeting RECEIVED the end of year AGAR.

8.7.1 Section 1 – Annual Governance Statement was AGREED by the meeting. PROPOSED Cllr M Cousins, seconded Cllr K McLeod.

8.7.2 Section 2 – Accounting Statement was AGREED by the meeting. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.

8.8 The meeting RECEIVED and NOTED the annual statement of variances.

8.9 The meeting AGREED the notification of the commencement of the period of exercise of public rights as Monday 26th June 2023 to Friday 4th August 2023.

9. Policies.

9.1 The Media Policy was AGREED as presented.

9.2 The co-option application form was AGREED as submitted.

9.3 To agree co-option policy as presented.

9.4 The Council agreed to RESCIND the Sporle Pavilion, Playingfield and Children's Playpark Constitution and Rules. To Trustees to determine management of the charity.

10. Administrative Matters:

10.1 To receive an update regarding accessing SAM2 data – Clerk awaiting response from volunteer.

10.2 To review the assets and property register. Cllr H Taylor to review physical assets and report back to next meeting.

10.3 It was AGREED not to take up the NALC pilot scheme for gov.uk email addresses. Initial cost of £182.00. Councillors were encouraged to set up an email specifically for their Council emails.

10.4 To consider drafting a Community Resilience Plan for Sporle with Palgrave. Next meeting.

11. Village Maintenance:

11.1 NOTED a complaint received re; Verge Cutting. District Councillor Peter Wilkinson (Item 5.2) had already dealt.

11.2 To consider putting an article in the Parish Magazine requesting opinions regarding costs to have the ditch cutting undertaken. Next meeting - awaiting community payback response.

12. Correspondence.

Email	Vattenfall	Notification of public events	Noted
Email	Lord Lt.	Nominations for community champions.	Noted

13. Date and time of next meeting.

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 2024

Thursday 8th February 2024

Thursday 14th March 2024

Thursday 11th April 2024 – Also Annual Parish Meeting.

Thursday 9th May 2024 – Annual Parish Council Meeting.

14. Matters for next agenda.

Payments to be made by Sporle with Palgrave Parish Council - June 2023					
Company	Nett	VAT	Total	Reason	Cheque/DD
R Tyrrell	£25.00		£25.00	Bus Shelter Cleaning - May	chq 700070
Viking Direct	£85.40	£ 9.58	£94.98	Paper/stamps	BACS
Catherine Moore	£125.00		£125.00	Internal Audit Fee	BACS
Salaries/homeworking	£1130.61		£1130.61	June Salary - includes adjustment for overpayment	bacs
Eon	£36.90	£ 1.85	£38.75	pavilion	DD (£37.15CR)
Vodafone	£6.00		£6.00	contract - HANDSET	DD
Vodafone	£8.26	£1.65	£9.91	airtime contract	DD
Gallagher Insurance *PAID	£1,352.23		£1,352.23	Insurance renewal	chq 700069
Gallagher Insurance	£18.79		£18.79	underpayment	BACS
wave - May	tbc		£0.00	pavilion	DD
SSE - Streetlights	658.97	122.16	781.13	May payment	DD
RECEIPTS					
None					