

Minutes of a meeting of Sporle with Palgrave Parish Council

held on Thursday 11th January 2024 in the Community Centre, Sporle with Palgrave at 7.00pm.

Present Cllrs; J Bevan, H Dye, M McLeod (chair), P Smith, H Taylor, L Taylor
Clerk: Mrs Sarah Hunt
4 members of the public were present.

1. Apologies.

Cllr M Cousins - health.

2. Minutes.

The minutes of the Full Council meeting held on the 9th November 2023 were AGREED as a true and correct record and signed by the Chair.

3. Declarations of Interest.

None.

4. Public Participation and Reports.

4.1 The meeting received a short presentation from Mr Fraser Bateman, Parish Councillor Necton Parish Councillor regarding their experience with developing a Neighbourhood Plan. It was suggested that any questionnaire had a QR code to enable responses, and a Prize Draw was offered as an incentive for responses. Necton offered £250, £100 and £50.00. The village was divided into areas with individuals responsible for delivering in their section. Documents were left for Sporle Councillors to review and return.

4.2 Apologies were received from County Councillor – William Nunn.

4.3 District Councillor Peter Wilkinson notified the meeting that D Day grants of £500 were available for local groups who were organising a commemoration, along with £300 grants for a beacon. An update was given on local flooding issues and actions taken by Norfolk County Council. Breckland and West Norfolk Youth Advisory will be launching their inclusive playgrounds campaign at Barnham Broom Golf Club on the 23rd February.

4.4 Members of the Public. The Parish Council was asked for support in siting a commemorative bench – the parishioner was asked to email the Clerk.

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

5.1 Village Organisation Meeting – No meeting yet held. Cllr K McLeod.

6. Planning.

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

6.1.1 None.

6.2 NOTED responses sent to applications received since last meeting.

6.2.1 3PL/2023/1034/F – Wolferton House, The Street, Sporle. Change of use of land to garden and installation of ground mounted solar panels and solar storage battery. Response sent 'No Comment'.

6.2.2 3PL/2023/1175/HOU – Eureka, 122 The Street, PE32 2DR. Demolition of existing substandard conservatory, and erection of single storey flat roof extension

to rear, including stainless steel flue and covered area (Householder). Response sent 'No Comment'.

6.2.3 3PL/2023/1177/HOU – 1 Highview, PE32 2FA. Garage extension to front. Revised fencing/screening and retaining wall to western boundary (Householder). Response sent 'No Comment'.

6.2.4 3PL/2023/1180/LU – Priory Farm House, 51 The Street, PE32 2DS. Construction of dormer window on rear elevation (not exceeding existing ridge height), replacing existing roof windows (also on rear elevation), installation of new staircase, and internal alterations to existing loft to create two new bedrooms, storage and an ensuite – certificate of lawfulness – proposed use (Cert.Law.Prop.Use). Response sent 'No Comment'.

6.3 Planning decisions taken by Breckland District Council NOTED.

6.3.1 3PL/2021/1627/HOU - 30 Priory Close, PE32 2DU. Removal of proposed first floor side window to be replaced with roof lights. Change of dormer cladding material. (Non Mat Minor Amend). APPROVED.

6.3.2 3PL/2023/1085/LB – Wolferton House, The Street, PE32 2UE. Proposed replacement and redecoration of windows (Listed Building Consent). PERMITTED.

6.3.3 3PL/2023/0945/LB – Wolferton House, The Street, PE32 2UE. Replacement tiles and guttering to single storey wings either side of the front of the house (part retrospective). APPROVED.

6.4 Neighbourhood Plan.

6.4.1 It was RESOLVED to undertake a neighbourhood plan. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.

6.4.2 The Clerk was instructed to register the Parish Boundary as the area to be included. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.

6.4.3 A quotation of £17,450 in total from Collective Community Planning was RECEIVED – with the initial works broken down and chargeable at £7,150.00. It was RESOLVED to engage Collective Community Planning to deliver the initial works to £7,150.00 – review then to take place and alternative quotations to be sought. PROPOSED Cllr K McLeod, seconded Cllr P Smith.

6.4.4 The clerk was asked to action an application for £7150.00 from locality and another application to Breckland District Council for 50/50 funding. Clerk.

6.4.5 It was RESOLVED that the Clerk act as a project officer. Clerk to report any issues over lack of time available. PROPOSED Cllr K McLeod, seconded Cllr J Bevan.

7. Finance:

7.1 It was RESOLVED to make the payments detailed at Annex A. PROPOSED Cllr P Smith, seconded Cllr L Taylor. It was NOTED that the pavilion electricity had increased substantially. End of year figure to be presented to Council.

7.2 Up to date bank reconciliations were RECEIVED – Cllr L Taylor signed copies.

Unity Bank ending 652 at 31.12.23	£9,064.57
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Unity Bank ending 6258 at 31.12.23	£8,177.39
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Barclays Bank ending 3244	£ 629.10
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7.3 It was RESOLVED not to budget for the purchase of a defibrillator for installation on the Community Centre – 50% funding awarded. Cost for cabinet £750.00 – installation fee anticipated as £300.00. Noted that no response received from the King Charles III.

7.4 The budget to date for 2023/24 and projected year-end figures were reviewed.

7.5 The draft budget for 2024/25 was REVIEWED.

- 7.6 It was RESOLVED to set the precept amount for 2024/25 at £35,387.00. This is against a Band D Tax Base of 350.5 giving a 49.26% increase on last year. A band D property will pay £100.96/year, £32.46 increase – an additional 62p/week. PROPOSED Cllr K McLeod, seconded Cllr H Dye.
- 7.7 It was RESOLVED to obtain a monthly payment card from Lloyds through Unity bank. This is a credit card which is paid off monthly. Monthly fee of £3.00. Set up fee of £50.00. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.
- 7.8 The Internal Controls document was AGREED as presented.
- 7.9 To note signatories on the Unity account are: Cllrs J Bevan, H Dye, K McLeod. To consider the addition of Paul Smith.
- 7.10 The meeting considered a quotation to place pavers around the flower bed at the village sign. Chair to discuss specification with Gardening Club.
- 7.11 To consider quotation for tree works as recommended in inspection:
Golden Tree Surgeons - £600 +VAT.
TTSR unable to undertake works.
CGM – no response
Ravencroft Trees – no response.
To next meeting.
- 7.12 To consider quotation of £160 to remove tyres if not already removed. To next meeting.

8. Policies.

- 8.1 Employment:
- 8.1.1 Disciplinary – to review and adopt. Next meeting.
 - 8.1.2 Grievance – to review and adopt. Next meeting.
 - 8.1.3 Expenses – to review and adopt. Next meeting.
- 8.2 Community Resilience Plan - ongoing. NOTED.
- 8.3 The Standing Orders were RECEIVED and ADOPTED as submitted.
- 8.4 The Financial Regulations were RECEIVED and ADOPTED as submitted.
- 8.5 The Planning Protocol was RECEIVED and ADOPTED as submitted.
- 8.6 Retention Policy – to review and adopt. Next meeting.

9. Administrative Matters:

- 9.1 SAM2 – The meeting received an update from Cllr K McLeod and AGREED that any necessary actions be taken. PROPOSED Cllr J Bevan, seconded Cllr P Smith.
- 9.2 NOTED that an application has been submitted to Awards for All for the full amount of the entrance driveway to the Community Centre – quotation received for £5,980.00
- 9.3 It was RESOLVED to accept the NALC offer of £112.00 for a .gov.uk website address plus email provision for all councillors. Only available for Councils who renew their membership.
- 9.4 NOTED that T T Jones have still not undertaken the Summer 2023 streetlight inspection.
- 9.5 To receive any update from Cllr L Taylor following Mental Health training. Next meeting.

10. Highways:

- 10.1 Verge Cutting in village – no response from Highways. Next meeting.
- 10.2 To note that an application has been made to 50/50 funding:
£2,990 for the driveway to churchyard/community centre

The Village Gates are all to be provided from developer funding at no cost to the Parish. The Chairman was thanked for his work on this.

11. Correspondence.

- 11.1 NOTED that Calvin McLeod and Paul Smith will represent the Council at the Marham Employer Breakfast on the 8th February 2024 at 07.30hours.
- 11.2 A residents complaint was RECEIVED regarding flooding and an update was given from Councillors. Work has been taking place from Highways, and it appears that any flood water is moving away much quicker now from the centre of the village.

12. Date and time of next meetings.

Thursday 8th February 2024

Thursday 14th March 2024

Thursday 11th April 2024 – Also Annual Parish Meeting.

Thursday 9th May 2024 – Annual Parish Council Meeting.

13. Matters for next agenda.

The memorial metal plaque on the coronation tree – has been damaged. Cllr K McLeod to report back.

The meeting closed at 9.06pm.

Annex A – January meeting.

Payments to be made by Sporle with Palgrave Parish Council - January 2023											
Company	Amount	VAT		Reason	Cheque/DD						
R Tyrrell	£60.00		£60.00	Bus Shelter Cleaning - Nov/Dec	cheque no. 4	PAID					
S Hunt - Bookers refund	£18.88		£18.88	Refreshments/Neighbourhood Plan	bacs	PAID					
Pam Rodie	£45.00	£ 6.50	£51.50	christmas tree lights/batteries	bacs	PAID					
S Hunt - Aldi refund	£72.00	£ 8.07	£80.07	Refreshments/Neighbourhood Plan	bacs	PAID					
Sporle Community Association	£18.00		£18.00	Hall Hire - November	bacs	PAID					
Sarah Hunt	£898.24		£898.24	December Salary (includes payrise)	bacs	PAID					
HMRC	£270.61		£270.61	December Payment	bacs	PAID					
Norfolk Pension Fund	£334.05		£334.05	December Payment	bacs	PAID					
SSE October	£405.46	£ 25.69	£431.15	October streetlight electricity	DDR	PAID					
Sarah Hunt	£648.45		£648.45	January Salary (includes homeworking)	bacs						
HMRC	£144.90		£144.90	January Payment	bacs						
Norfolk Pension Fund	£233.49		£233.49	January Payment	bacs						
T T Jones	£272.19	£ 54.44	£326.63	Maintenance Jan/Feb/Mar	bacs						
viking direct	£77.29	£ 15.46	£92.75	Stationery	bacs						
Eon	£57.14	£ 2.86	£60.00	pavilion to 8th January	DD						
Vodafone	£12.00		£12.00	handset contract December & January	DD						
Wave	£23.68		£23.68	Water Pavilion - 6.8.23 - 5.11.23	DDR	PAID					
Vodafone	£19.82		£19.82	airtime contract December & January	DD						
Eon	£86.60	£4.33	£90.93	Pavilion to 8th December	DDR	*£20 credit applied for complaint.					
Hall Hire December	£18.00		£18.00	14th December meeting	bacs						
SSE November	£419.44	£ 26.58	£446.02	Streetlights unmetered supply	DD						
					bacs						
Total	£4,135.24	£ 143.93	£4,279.17								
RECEIPTS											
None											