



Sporle with Palgrave Parish Council

Minutes of a **Meeting of the Parish Council** held on Thursday 8th February 2024.
The meeting was held in the Community Centre, Sporle with Palgrave at 7.00pm.

1. Apologies.

Cllr Louise Taylor – alternative commitment.

2. Minutes.

The minutes of the Full Council meeting held on the 11th January 2024 were AGREED as a true and correct record and signed by the Chair.

3. Declarations of Interest.

Cllr J Bevan declared an interest in item 6.3.1 and notified the meeting that this application had now been refused.

4. Public Participation and Reports.

- 4.1. County Councillor – William Nunn - apologies.
- 4.2. District Councillor Peter Wilkinson – apologies and a report received. Bin collection day may be changing. There are mobile cameras available to tackle fly tipping or dog fouling if this is an issue in any fixed location – requests to Breckland who will site a camera to cover the area affected.
- 4.3. Police – SNAP meeting poster circulated. Clerk to seek crime figures locally to report to meeting.
- 4.4. Members of the Public. None.

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

- 5.1 Village Organisation Meeting –Not yet taken place.
- 5.2 Credit Card Application – has now been signed by Councillors.
- 5.4 NALC gov.uk email provision – application submitted, invoice within payments to be approved.
- 5.5 Unity Bank – addition of Mr Paul Smith as signatory – has now been signed by Councillors.
- 5.6 Cllrs K McLeod and P Smith – attended the RAF Marham breakfast meeting on 8th February 2024. Clerk to investigate how to qualify for a Silver Award within the Employer Recognition Scheme – Armed Forces Covenant.
- 5.7 Request for Council support re: bench siting on highways land. No Email received or action taken. NOTED.
- 5.8 The precept request for £35,387.00 has been submitted and acknowledged. NOTED.
- 5.9 Breckland Local Plan –the Clerk attended the consultation evening in Dereham on the 15th January 2024. Sporle with Palgrave is a designated Local Service Centre. Responses to the call for sites submissions were available to the meeting. NOTED.
- 5.10 Young Offending program – a request has been received for partnership – the Bus Stop at Bunker Hill (item 12.2) was suggested as a suitable project.

6. Planning.

- 6.1 To consider consultee response to applications received from Breckland District Council.
 - 6.1.1 None.
- 6.2 To NOTE Planning decisions taken by Breckland District Council.

- 6.2.1 3PL/2023/1034/F – Wolferton House, The Street, PE32 2UE. Change of use of land to garden and installation of ground mounted solar panels and solar storage battery (Full). PERMITTED.
- 6.2.2 3PL/2023/1175/HOU – Eureka, 122 The Street, PE32 3DR. Demolition of sub standard conservator, and erection of single storey flat roof extension to rear, including stainless steel flue and covered area (householder). PERMITTED.
- 6.2.3 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 internal 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). PERMITTED.
- 6.3 To receive report of any submissions made between meetings due to time constraints:
 - 6.3.1 3PL/2023/0947/F – Bevan Manor, The Street. Construction of 2 x glamping pods with associated turning head and parking area, and the retrospective consent for an existing access to be used for the proposed development. No additional comments to original consultation sent. The meeting was advised this has been REFUSED.

7 Neighbourhood Plan.

- 7.1 A grant of £7,575.00 has been approved from Groundworks towards the initial costs. NOTED.
- 7.2 A grant of £3787.50 has been approved from Breckland District Council. NOTED.
- 7.3 An initial meeting has taken place between Louise Cornell of Collective Community Planning and the AECOM re; technical support from Locality. NOTED.
- 7.4 First meeting date was set as 6th March - Community Centre Attendance – Councillors/Clerk/residents/those who have already expressed an interest. Collective Community Planning to attend with initial data, meeting to discuss draft survey for community engagement. Leaflets to be produced – to go onto newsletter at a cost of £45.00 for a colour back page.
- 7.5 The 'Neighbourhood Area' has been accepted by Breckland District Council as the Parish Boundaries and now appears on their website. NOTED.

8 Finance:

- 8.1 It was RESOLVED to approve the payments at Annex A. PROPOSED Cllr M McLeod, seconded Cllr M Cousins.
- 8.2 Up to date bank reconciliations were RECEIVED to 31.1.24 and signed by Cllr Bevan.

Barclays Bank (forms have been posted to close)	£ 629.10
Unity Bank Current	£ 6,131.24
Unity Savings	£ 9,064.57
Uncashed	£ 40.37
Cash on hand	£15,784.54
- 8.3 Quotations were RECEIVED for tree works as recommended in inspection. It was RESOLVED to instruct Golden Tree Surgeons - £600 +VAT.
- 8.4 Tyres are due to be removed from play area.
- 8.5 NOTED that the Council has received funding of £5,980 from the Awards For All Grant, part of the National Lottery, to fully fund the driveway to the Community Centre. It was RESOLVED to order as quotation from Simons Landscaping. It was D to withdraw that section of the Highways 50/50 funding application from Norfolk County Council. PROPOSED Cllr P Smith, seconded Cllr J Bevan
- 8.6 NOTED that the S137 figure for 2024/25 is £10.81/elector, 865 electors = £9,350.65.

9 Policies.

- 9.1 Employment:
 - 9.1.1 Disciplinary – was accepted and ADOPTED as presented. PROPOSED Cllr McLeod, seconded Cllr Dye.
 - 9.1.2 Grievance – was accepted and ADOPTED as presented. PROPOSED Cllr McLeod, seconded Cllr Dye.
 - 9.1.3 Expenses – was accepted and ADOPTED as presented. PROPOSED Cllr McLeod, seconded Cllr Dye.
- 9.2 Community Resilience Plan - ongoing.
- 9.3 Retention Policy – was accepted and ADOPTED as presented. PROPOSED Cllr Bevan, seconded Cllr Dye.

10 Administrative and Village Matters:

- 10.1 SAM2 – to be collected by Cllr K McLeod. Charges are £225.00, Castle Acre contribution agreed at £67.50.

- 10.2 The meeting RECEIVED the T T Jones Summer 2023 streetlight inspection. NOTED the recommendation regarding replacing the concrete streetlights, quotes have been sought from T T Jones and Cozens. NOTED that the contract for maintenance expires June 2024 – quotes sought.
- 10.3 To receive any update from Cllr L Taylor following Mental Health training. Next Meeting.
- 10.4 To receive any feedback regarding pavers around village sign. Cllr K McLeod is still in discussions and awaiting confirmation of final decision.
- 10.5 Damaged Metal Plaque on coronation tree – No action necessary.

11 Highways:

- 11.1 Verge Cutting in village – no response from Highways.

12 Correspondence.

- 12.1 Norfolk Minerals and Waste Local Plan. Was submitted to the secretary of state on 20th December 2023. NOTED.
- 12.2 Email regarding bus stop: The bus stop needs sorting. Brick work is crumbling and could do with clear hard plastic windows. It was AGREED to ask the junior community payback team if the bus stop on bunkers hill would be a suitable project.

13 Date and time of next meetings.

- Wednesday 6th March Neighbourhood Plan meeting. 7pm
- 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.

- Absence Policy
- Review of Data Protection Regulation Policies and Freedom of Information Policies.

Payments to be made by Sporle with Palgrave Parish Council - February 2024					
Company	Amount	VAT		Reason	Cheque/DD
R Tyrrell	£30.00		£30.00	Bus Shelter Cleaning January	cheque no. 5
Collective Community Planning	£2,525.00	£ 505.00	£3,030.00	Developing evidence base/2 mtgs/support	bacs
Norfolk Association Local Co.	£112.00	£ 22.40	£134.40	Gov.uk domain for 2 years	bacs
S Hunt - Amazon	£12.99	£ 2.60	£15.59	Brushes (one set)	bacs
S Hunt - Amazon	£61.14	£ 12.23	£73.37	Hammerite Paint for metal	bacs
Sarah Hunt	£648.45		£648.45	February Salary	bacs
HMRC	£144.90		£144.90	February Payment	bacs
Norfolk Pension Fund	£233.49		£233.49	February Payment	bacs
Sporle Community Centre	£18.00		£18.00	January 14th Meeting	bacs
Sarah Hunt	£12.99	£ 2.60	£15.59	Second paintbrushes	bacs
Sarah Hunt	£4.99		£4.99	third paintbrushes	bacs
vodafone	£8.26	£ 1.65	£9.91	january airtime	ddr
vodafone	£6.00		£6.00	handset - january	ddr
eon	£57.14	£ 2.86	£60.00	pavilion electricity to 8th January	ddr
Total	£3,875.35	£ 549.34	£4,424.69		
RECEIPTS					
Groundwork N/Plan grant	£7,575.00		£7,575.00		
Breckland N/Plan Grant	£3,787.50		£3,787.50		
Awards for All	£5,980.00		£5,980.00	Community Centre Driveway.	