



SPORLE WITH PALGRAVE PARISH COUNCIL

24th May 2024

Dear Councillor,

You are summoned to attend a **Meeting of the Parish Council** to be held on Thursday Thursday 30th May 2024. The meeting is to be held in the Community Centre, Sporle with Palgrave at 7.00pm.

Members of the Press and Public are cordially invited.

Sarah Hunt

Sarah Hunt
Parish Clerk

Agenda

1. Election of Chair.

2. Election of vice-Chair

3. To receive and consider apologies for absence.

4. To record declarations of interest and approve any requests for dispensations.

Councillors are invited to declare a pecuniary or non-pecuniary interest on any item on the agenda.

To consider any dispensation requests.

5. Minutes.

To approve the minutes of the Parish Council meeting held on 11th April 2024.

6. Public Form.

6.1 To receive a short presentation from Mrs Anne Neary – executive head – Sporle Church of England Primary Academy.

6.2 William Nunn - County Councillor.

6.3 Peter Wilkinson - District Councillor.

6.4 Members of the public.

6.5 Police matters. To receive report from SNAP Meeting. Cllr J Bevan.

7. Updates on previous Matters.

To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07552116126

Email: clerksporlepc@gmail.com



- 7.1 To note that the village gates are covered under 50/50 funding grant and S106 payments.
- 7.2 Credit Card Application – received.
- 7.3 Update from Councillors on '.gov' email activation.
- 7.4 Unity Bank – to confirm Mr Paul Smith is now a signatory.
- 7.5 Bunkers Hill Bus Stop – still no reply from the youth offending team.
- 7.6 Barclays Bank Closure – update.
- 7.7 Water leak – no response received.
- 7.8 Installation of bin at playingfield – update. Cllr K McLeod.
- 7.9 Solar Lighting quotes – next meeting.

8. Finance and Governance Matters.

- 8.1 To agree payments at Annex A and note income.
- 8.2 To receive end of year accounts for 2023/24:
 - 8.2.1 To receive the Internal Audit AGAR Statement.
 - 8.2.2 To receive and discuss the Internal Audit report and agree any necessary actions.
 - 8.2.3 To approve Section 1 of the AGAR, the Annual Governance Statement.
 - 8.2.4 To approve Section 2 of the AGAR, the Accounting Statements.
 - 8.2.5 To receive the analysis of variances.
 - 8.2.6 To receive the bank reconciliation as at 31.3.24.
 - 8.2.7 To note the period for the exercise of public rights; Monday 3rd June 2024 to Friday 12th July 2024.
- 8.3 To consider providing three litter picking kits for volunteers. (Hi Viz vests, gloves, litter picking grabber and ring).
- 8.4 To review Insurance schedule and agree payment. To note that Gallagher have been asked to include Sporle Improvement Fund on the policy.
- 8.5 To note the recycling receipts of £469.27 and £60.68 and agree 50% donation to the Community Centre.
- 8.6 To note that all outstanding annual returns have been made at zero income and zero expenditure for the Sporle Village Improvement Fund, charity 404071. This has been updated to show The Parish Council as the Sole Managing Trustee and the Clerk as the Contact – all as advised by Community Action Norfolk and in discussion with the Charity Commission.
- 8.7 EON – current plan expires 18.7.24. To agree renewal on fixed term business plan as recommended (annual cost £469.29) rather than rolling onto flexible business tariff (annual cost £718.59).

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- 8.8 To note Barclays signatories are: Gordon Burrows, Sarah Hunt, Kalvin McLeod, Helen Dye. The account remains open. Letter received 17.4.24 that the form was not signed in accordance with the mandate. New form to be submitted.

9. Planning.

- 9.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
- 9.1.1 None at issue of agenda.
- 9.2 To receive notification of decisions taken by Breckland District Council:
- 9.2.1 3OB/2022/0026/OB – Development Land at Hill Farm, Highview, PR32 2FA. Application to discharge the planning obligation: Open Space Scheme on 3PL/2007/1305/O. (Planning Obligation). REFUSAL.
- 9.2.2 3PL/2024/0183/HOU – 46 Hills Close, PE32 2DY. Single storey side extension to dwelling (householder). PERMISSION.
- 9.3 Neighbourhood Plan – update. Cllr Cousins.
- 9.4 To note that the Clerk is attending the Breckland District Council – Local Plan; Preferred Options presentation on the 10th June.

10. Correspondence.

- 10.1 Email – Request to support the Lithium Battery Bill.
- 10.2 To note that Breckland District Council is undergoing an electoral review.

11. Village Matters.

- 11.1 SAM2 – update on reinstallation. Cllr K McLeod.
- 11.2 Pavers around village sign – to receive quotations. Cllr K McLeod.
- 11.3 Bus Shelter – ‘perch seats’ – to receive quotation if available.
- 11.4 To consider location for installation of second bin held at Community Centre.

12. Administrative Matters.

- 12.1 To note that the Council has responsibility for no land directly.
- 12.2 To review and adopt Litter Picking Risk Assessment – Volunteer sheet to be issued before any permission given.
- 12.3 To review and adopt Complaints procedure.
- 12.4 To review and adopt model publication scheme.
- 12.5 To review and adopt Data Protection Policy.

13. Highways and Footpaths.

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- 13.1 Verge Cutting. To receive notification that the devolved sum would be £881.40. To consider taking on verge cutting for 2025.
- 13.2 Village Gate Installation – notification of supply issues.

14. Training.

- 14.1 To receive feedback from Flooding Course. Cllr K McLeod.
- 14.2 To receive feedback from the data protection course. Clerk.

15. Dates of next meetings.

- Thursday 13th June 2024 at 7pm.
- Thursday 11th July at 7pm.
- August – no meeting.
- Thursday 12th September at 7pm.

16. Matters for next agenda.

- To review employment policies.
- To confirm the new clerks .gov.uk email
- To review Risk Register.
- Asset Register. (Grit bins may need removing).
- To review Financial Regulations – new issue from NALC
- To review Standing Orders.
- To review risk assessment schedule.
- To review press and media policy.



Sporle with Palgrave Parish Council

Minutes of a Meeting of the Parish Council held on Thursday 11th April 2024 in the Community Centre, Sporle with Palgrave at 7.00pm.

Present; Cllrs J Bevan, M Cousins, H Dye, K McLeod (chair), P Smith, H Taylor, L Taylor
Clerked: Mrs Sarah Hunt.

Five members of the public were present.

1. Apologies.

None.

2. Minutes.

The of the Full Council meeting held on the 14th March 2024 were AGREED as a true and correct record and signed by the Chair.

3. Declarations of Interest.

Cllr K McLeod informed the meeting that he has a professional relationship with the Company named at 10.6 who provide the Gel Bags to 4 x 4 rescue charity he supports. He spoke on the matter but did not vote.

4. Public Participation and Reports.

- 4.1. County Councillor – William Nunn reported that he has set aside the finances for the village gates but there was some confusion over whether this was already covered. Clerk to email and confirm this would be gratefully received. Councillors were invited to put projects forward for 2024/25 to a value of £3,400.00.
- 4.2. District Councillor Peter Wilkinson had sent apologies – a report had been previously circulated.
- 4.3. Police – no matters to be raised.
- 4.4. Members of the Public. No comments.

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

- 5.1 Credit Card Application – ongoing. Application submitted by email 23/3/24.
- 5.2 NALC.gov.uk email provision – completed – Councillors to action access.
- 5.3 Unity Bank – addition of Mr Paul Smith as signatory. Should be completed by 16th April 2024.
- 5.4 Refurbishment of Bunkers Hill Bus Stop – has been suggested to the Youth Offending Team as a suitable project. Awaiting their response.
- 5.5 Barclays Bank Closure – forms submitted monthly, no success to date. Switching form to be submitted to Unity along with another closure form to Barclays.
- 5.6 NOTED that that the clerk submitted water leak to Anglian Water and Highways Engineer.
- 5.7 Solar Streetlight replacement quotation – requests in to: T T Jones, Cozens, K & M and Pearce & Kemp. Westcotec are no longer installing solar lighting columns.

6. Planning.

- 6.1 To consider consultee response to applications received from Breckland District Council.
 - 6.1.1 3PL/2024/0183/HOU – 46 Hills Close. Single Storey Side Extension to Dwelling. No comment.
- 6.2 To receive Planning decisions taken by Breckland District Council.
 - 6.2.1 3PL/2023/1177/HOU – 1 Highview Sporle, PE32 2FA. Garage extension to front. Revised fencing/screening and retaining wall to western boundary (householder). PERMITTED.

7 Neighbourhood Plan.

7.1 The meeting received a brief update following the meeting which took place at 10am on Friday 22nd March 2024 by Cllr M Cousins. The steering group has now formed and Mr Tim Vogel is taking lead. Good progress is being made, and the questionnaire which will form the basis of the evidence and inform the group of local concerns and opinions is due to be circulated in May. Local issues have been suggested by the group and will feature on the questionnaire.

8 Finance:

8.1 It was RESOLVED to make the payments as at Annex A. PROPOSED L Taylor, seconded M Cousins.

8.2 To receive end of year bank reconciliation;

Barclays Bank – 3244	£ 629.10
Unity Bank – 6258	£ 238.44
Unity Bank – 3652	£9,126.72
Total cash at hand	£9,994.26
Earmarked reserves	£1,200.00
General Fund	£8,794.26

8.3 Year End – It was NOTED that the end of year had been completed and was with the internal auditor.

9 Administrative Matters

9.1 The calendar of meetings for 2024/25 was AGREED. PROPOSED Cllr L Taylor, seconded Cllr M Cousins.

9.2 It was AGREED that any Councillor could represent Sporle at the SNAP meetings. Dates and times to be circulated by Clerk.

9.3 It was RESOLVED to agree the Clerk attendance on: Data Protection, Getting it Right. 18th April at 7pm. £50.00. PROPOSED Cllr H Dye, seconded Cllr M Cousins.

9.4 It was resolved to AGREE and adopt the SAM2 Risk Assessment. Cllr K McLeod to ensure a copy is issued to each volunteer.

9.5 NOTED new website address: <https://sporlepc.norfolkparishes.gov.uk/>

10 Village Matters:

10.1 SAM2 – These have been collected, repaired, and will be back in circulation shortly.

10.2 Silver Award – Armed Forces Covenant. It was AGREED not to pursue.

10.3 To receive any update from Cllr L Taylor following Mental Health training. To return to Agenda once completed.

10.4 To receive any feedback regarding pavers around village sign. Cllr K McLeod. Next Meeting for quotations.

10.5 D Day – Local Commemoration. Nothing has been brought to the Council attention.

10.6 It was RESOLVED to purchase 6 packs of GEL 'Sandbags' to be held centrally for flood defence of any property in danger. K McLeod to forward details to Clerk. Church to consider storing alongside emergency blankets.

10.7 Bin at Playingfield. It was RESOLVED to install one of the three bins stored at the Community Centre and for the Clerk to add to the emptying schedule. PROPOSED Cllr J Bevan, seconded Cllr P Smith.

10.8 To consider quotation for seats in bus shelters. Next meeting. 'Perch' type seats to be priced alongside 'benches'.

11 Highways:

11.1 Verge Cutting in village. No response as yet – Highways to be asked again for devolved amounts.

11.2 Installation of Village Gateways – to receive confirmation this is approved, form returned. Cllr William Nunn has donated the Parish contribution from his budget so these will be installed at a zero cost to the Parish.

12 Correspondence.

12.1 Vattenfall - update. Noted.

13 Date and time of next meetings.

Thursday 16th May 2024 – Annual Parish Council Meeting.

14 Matters for next agenda.

Payments to be made by Sporle with Palgrave Parish Council - April 2024							
Company	Amount	VAT		Reason	Cheque/DD		
R Tyrrell	£30.00		£30.00	Bus Shelter Cleaning March	Cheque		
Sarah Hunt expenses	£150.00		£150.00	Neighbourhood Plan Questionnaire rewards	BACS	PAID	
	£37.99		£37.99	Meeting refreshments	BACS	PAID	
	£98.92		£98.92	Flood course - Sarah and Calvin	BACS	PAID	
eon - pavilion electricity	£45.36	£ 2.27	£47.63	9th Feb to 8th March	ddr		
Norfolk ALC	£70.00		£70.00	Website hosting	BACS		
ZOOM	£129.90	£ 25.98	£155.88	Neighbourhood Plan Online Meeting facility	BACS	BACS	
John E Wright	£1,500.00	£ 300.00	£1,800.00	Printing - Neighbourhood Plan	BACS	PAID	
Viking Direct	£481.81	£ 57.36	£539.17	Stationery - Neighbourhood Plan group	BACS	PAID	
Sarah Hunt	£739.85		£739.85	April Salary and office allowance	BACS		
HMRC	£53.50		£53.50	April Payment	BACS		
Norfolk Pension Fund	£229.46		£229.46	April Payment	BACS		
Sporle Community Centre	£54.00		£54.00	March meeting X 2 plus n/plan	BACS		
Norfolk alc	£ 268.99		£ 268.99	Membership fee	BACS		
Furniture at work	£368.00	£ 73.60	£441.60	Display boards	BACS	PAID	
Golden Tree Surgeons	£600.00	£ 120.00	£720.00	Tree works.	BACS		
westcotec	£135.00	£ 27.00	£162.00	SAM2 repair	BACS		
westcotec	£90.00	£ 18.00	£108.00	SAM2 assessment	BACS		
vodafone	£8.26	£ 1.65	£9.91	March airtime	ddr		
vodafone	£6.00		£6.00	handset - March	ddr		
Information Commissioner	£35.00		£35.00	Annual renewal GDPR registration	ddr		
SSE	£405.46	£ 25.69	£431.15	Streetlights - February	ddr		
eon - pavilion electricity	£28.53	£ 1.43	£29.96	Pavilion Electricity to 8th April 2024	ddr		
Locality - Neighbourhood Plan	£425.00		£425.00	Refund unspent grant money	BACS		
Total	£5,991.03	£ 652.98	£6,644.01				
RECEIPTS							
Breckland District Co	£17,693.50		£17,693.50	Precept 1st Instalment.			
Unity	£62.15		£62.15	Interest			
			£17,755.65				

Payments to be made by Sporle with Palgrave Parish Council - May 2024						
Company	Amount	VAT	Reason	Cheque/DD		
R Tyrrell	£30.00		Bus Shelter Cleaning April		300007	
Tufts building materials	£247.84	£ 49.57	Materials for community payback	BACS		
R Tyrrell	£60.00		Bus Shelter Cleaning May/June		300008	
Environmental Defence Systems	£135.00	£ 27.00	Gel Sandbags (pro-forma Invoice)			
S Hunt - refund	£37.35	£ 7.50	Dog signs (Amazon)			
eon	£31.83	£ 1.59	Pavilion Electricity 9th April to 8th May 2024	D/D		
npts	£50.00		data protection training course			
Gallagher Insurance	£1,420.96		Insurance			
TTSR - grass cutting recreation field	£200.63	£ 40.13	£1,420.96 quarter 1.			
vodafone	£6.00		£6.00 handset - april	DDR		
vodafone	£8.91	£1.78	£10.69 Airtime - April - Note annual increase	DDR		
community centre	£234.64		£234.64 50% of recycling payment for 2023/4			
sse electricity	£420.55	£ 26.65	£447.20 Streetlight Energy April 2024.	DDR		
Sonya Blythe	£ 130.00		£ 130.00 Internal Auditor			
wave - pavilion	£42.25		£42.25 water 6.2.24 to 5.5.24	DDR		
Tufts building materials	£247.84		£247.84 Materials for community payback	BACS		
community centre	£30.34		£30.34 50% of recycling payment for 2023/4			
credit card charge	£3.00		£3.00 may	DDR		
community centre	£18.00		£18.00 April meeting			
sse electricity	£434.54	£ 27.53	£462.07 Electricity MARCH	DDR		
Total	£3,789.68	£ 181.75	£3,971.43			
RECEIPTS						
			v			
Breckland	£469.27		£469.27 Recycling 2023/24			
Norfolk Co Co	£60.68		£60.68 Recycling 2023/24			
				£529.95		

PAID

PAID

Annual Internal Audit Report 2023/24

Sporle with Palgrave Parish Council

<https://sporle-pc.gov.uk/>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

13/4/24

Sonja Byrne

Signature of person who carried out the internal audit

Sonja Byrne

Date 13/4/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Sporle with Palgrave Parish Council

Internal Audit Report
Financial Year 2023/24

Prepared by Sonya Blythe
13 April 2024

I have completed an internal audit of the accounts for Sporle with Palgrave Parish Council for the year ending March 2024.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes (Scribe)
	Is the cashbook arithmetically correct?	Yes (last years AGAR restated)
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	January 2024 minutes
	Date Financial Regulations last reviewed	January 2024 minutes
	Has a Responsible finance officer been appointed with specific duties?	Clerk is RFO
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, evidenced from invoice to minutes to bank account
	Has VAT on payments been identified, recorded and reclaimed?	Separate VAT column in cashbook Claim for £5158.62 submitted 31 March 24 2223 payment received Nov 23
	Is s137 expenditure separately recorded and within statutory limits?	Separate line in cashbook
	Have S137 payments been approved and included in the minutes as such?	No payments made
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	No – March 23
	Is insurance cover appropriate and adequate?	Yes, updated during year

Internal control	Test	Observations
	Are internal financial controls documented and regularly reviewed?	January 2024 minutes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	2324 – not minuted as receiving a budget when precept set 2425 – minuted as approved Jan 24
	Has the precept been calculated from the budget and been approved?	2324 – approved as £23,707.85 2425 – approved as £35,387
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	Yes
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Bank account £23707.86 Remittance slips £23707.86
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes, contract seen
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes Pay rise implemented Dec 23 payments
	Are other payments to employees reasonable and approved by the council?	Yes, expenses seen

Internal control	Test	Observations
	Have PAYE/NIC been properly operated by the council as an employer?	Yes, P60 seen, pension costs paid
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes, June 23 minutes
	Do asset insurance valuations agree with those in the asset register?	Yes, valuations updated 2324
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes, reported regularly to Council
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	N/A
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes, R&P
	Do accounts agree with the cash book?	Statements £9994.26 AGAR £9994
	Has a year-end bank reconciliation been undertaken?	Yes, £9994.26
	Is there an audit trail from underlying financial records to the accounts?	Yes
Procedural	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Increase Pavilion insurance – increased by 10K More regular budget monitoring required – reported regularly in minutes
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes

Internal control	Test	Observations
(best practice over £25k)	Payments over £100 detailed on website?	Yes, included within minutes
	Electors' rights advertised on website?	Yes – 23 June
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No – (outside Transparency Code scope, but best practice)
Councils with charities only	Are all Charities up to date with Charity Commission filing requirements??	Accounts with auditor
	Has the Council been named as Sole Trustee on the Charity Commission Register??	Yes
	Are the Charity meetings and accounts recorded separately from those of the Council?	Yes

Summary of report:

Thank you to Sarah for supplying all documentation so promptly.

- I have checked through your accounts and confirmed them against income and expenditure receipts, as well as against payments in your cashbook. Bank reconciliations are regularly carried out for the accounts.
- I have confirmed that your Financial Regulations and Standing Orders are up to date.
- I have noted that your VAT has been claimed within the past year
- I have verified that your insurance is adequate
- I confirm that your payroll management meets requirements
- I have reviewed your budget setting process and noted that you provide Council with regular spend against budget information
- I have reviewed the AGAR against your year-end bank reconciliations and your accounts

- I was pleased to see that Council increased their precept to allow for additional general reserves to be put in place

I have no concerns to raise and as such have signed the internal audit section of the AGAR.

Notes / recommendations for 24/25:

Email management – the JPAG Practitioners Guide states that “every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website”. As you are using an Gmail account this may be something that Council wishes to budget for this year

As one of the categories on the AGAR specifically references risks being assessed within the year, I would recommend that you review your risk register annually going forwards.

Sonya

Sonya Blythe
Internal auditor

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Sporle with Palgrave Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://sporle-pc.gov.uk/>

Sporle with Palgrave Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		15,338.26
	ADD Receipts 01/04/2023 - 31/03/2024		45,678.21
	SUBTRACT Payments 01/04/2023 - 31/03/2024		51,022.21
	Cash in Hand 31/03/2024 (per Cash Book)		9,994.26
B	Cash in hand per Bank Statements		
	Petty Cash 11/01/2024	0.00	
	Barclays Bank - 50823244 31/03/2024	629.10	
	unity bank - 20476258 31/03/2024	238.44	
	unity bank - 20483652 31/03/2024	9,126.72	
			9,994.26
	Less unrepresented payments		
			9,994.26
	Plus unrepresented receipts		
	Adjusted Bank Balance		9,994.26
	A = B Checks out OK		

10.1 correspondence.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Sporle with Palgrave Parish Council

Complaints Procedure

Sporle with Palgrave Parish Council takes all complaints and feedback seriously. It helps us provide an efficient and effective service for the people of Sporle with Palgrave Parish.

- The aim of this procedure is to ensure that all complaints from members of the public are handled swiftly and courteously to a resolution acceptable to all parties.
- Internal staff complaints are covered by the separate Grievance Policy.
-
- Anonymous complaints will be filed but not responded to.
-
- Repetitive complaints from the same individual may lead to the complainant being categorised as vexatious, with limitations on further responses.

Procedure

General complaints should be made in writing or via email and should be addressed to the Clerk.

- On receiving a complaint, the Clerk shall try to settle the complaint directly.
- The Clerk will establish further detail as required and report back findings as swiftly as possible to the complainant and seek the complainant's assurance that their complaint has been dealt with. If necessary, the complainant shall be kept informed of progress and estimates of future timescales should be provided.
- Records of all complaints are to be kept
- The complainant always has the option of escalating any complaint to the Chairman of the Council for further investigation and resolution.
- If no other resolution can be found, the complaint should be brought to a Council meeting for formal discussion and resolution.
- The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the complainant of the date of the meeting. The complainant will be offered the opportunity to explain the nature of the complaint to the meeting.
- The Clerk shall consult with the Chairman/Vice Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, the decision on the complaint shall be announced at the Council meeting in public.
- The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council. All complaints must be dealt with in writing (either by post or via email)
- If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman and will be considered as an employment issue. The Chairman will present the complaint to the Council for consideration. Further action is covered by the separate Disciplinary Policy.
- Complaints about Councillors should be referred to:

Breckland District Council's Monitoring Officer, Elizabeth House, Dereham

If you have a complaint you can contact us in the following ways:

- Via letter to: 58 Hercules Rd, Hellesdon, Norwich, Norfolk, NR6 5HH
- Tel: 07552116126
- Email: clerksporlepc@gmail.com

SPORLE WITH PALGRAVE PARISH COUNCIL

Freedom of Information

Information available for Sporle with Palgrave under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
1 – Who we are and what we do		
Who's who on the Council and committees	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Contact details for Clerk and Council members	Published in the Sporle Village Magazine and on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk . Copies available from the Clerk by email or post.	15p per A4 sheet plus postage for hard copies
Staffing Structure – the Council directly employs one part time staff: Clerk to the Council		
2 – What we spend and how we spend it		
Annual return form and report by the auditor	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk Available to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Finalised budget	Available in Minutes of Meetings. Available to view in person by arrangement with the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Precept	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
Financial Standing Orders and Regulations	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk Available to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Grants given and received	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies

List of current contracts and value of contract	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
Members allowances and expenses	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
3 – Our priorities and how we are doing		
Report to Annual Parish Meeting	Where recorded, available to view in person by arrangement with the Clerk and from the Bampton Parish Council website http://sporlepc.norfolkparishes.gov.uk .	15p per A4 sheet plus postage for hard copies
4 – How we make our decisions		
Timetable of meetings (Council, any sub-committee meetings) N.B. normally the second Thursday of each month.	In annual meeting minutes, on monthly agendas, by email from the Clerk to the Council and on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk	15p per A4 sheet plus postage for hard copies
Agendas of upcoming meeting(s)	Council notice board and available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk Available to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Council notice board, by email from the Clerk to the Council and on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk	15p per A4 sheet plus postage for hard copies
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Available to view in person by arrangement with the Clerk, email or post. Contact the Clerk to the Council for further details.	15p per A4 sheet plus postage for hard copies
Responses to consultation papers	Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk	15p per A4 sheet plus postage for hard copies
Planning Applications and Parish Council responses	Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk . Full details held by	

	Breckland District Council available to view at their offices at Elizabeth House, Walpole Loke, Dereham, NR19 1EE	
5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Code of Conduct	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council.	
Policies and procedures for the provision of services. Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Freedom of Information Policy Media Policy Health and safety policy	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council..	15p per A4 sheet plus postage for hard copies
Policies and procedures for the employment of staff	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Records management policy (covering records retention, destruction and archive)	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Data protection policy	Available on the Sporle with Palgrave Parish Council website http://sporlepc.norfolkparishes.gov.uk , to view in person, by email or post contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies

Schedule of charges (for the publication of information)	As documented in this scheme and at cost for any other disbursements, translations etc.	
6 – Lists and Registers Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses - Current information only		
Assets Register (under consideration)	Contact clerk to the Council	15p per A4 sheet plus postage for hard copies
Risk Register	Contact clerk to the Council	
7 – The services we offer Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses - Current information only		
Pavilion, playing field and Childrens' Playground	Local Charity run. Council is sole managing trustee.	
Bus shelters	Contact clerk to the Council	
Maintenance of the War Memorial	Contact clerk to the Council	
Maintenance of the Village Sign	Contact clerk to the Council	

Clerk to the Council contact details:

Mrs Sarah Hunt, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Email: clerksporlepc@gmail.com

Tel: 07552116126



SPORLE WITH PALGRAVE PARISH COUNCIL

DATA PROTECTION POLICY

Purpose	2
Definitions	2
Data protection principles	2
Processing	3
Individual rights	5
Data security	6
Training	8

Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed [name and job title] as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged

to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.]

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when

away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);

- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Date of policy: May 2024

SPORLE PARISH COUNCIL

Litter Picking Volunteer Sheet.

Thank you for volunteering to litter pick within the Parish of Sporle – please read the below, and sign to say you have received this document. If there is anything you do not understand please do ask. The Council has an Accident Book – please ensure any injury is reported. In an emergency dial 999.

Risk Assessment - Working on or near roads:

- Follow road safety guidelines (look both ways when crossing)
- Cross roads when clear to do so and avoid crossing near parked vehicles
- Do not enter private drives or private property
- Where there is no pavement, walk facing oncoming traffic - double the chance of being seen (you see driver and they see you).

Risk Assessment - PPE (Personal Protective Equipment) – if you do not have these items please ask for them from the co-ordinator:

- Wear hi-viz clothing at all times whilst working
- Wear appropriate footwear (full shoes, boots, wellies)
- Wear gloves (protect hands from sharp objects, animal faeces)
- Wear long trousers, especially in roadside verges

Risk Assessment - Personal Care:

- Use picker to retrieve rubbish and take extra care with drinks cans, plastic and wire placing it carefully in sack (no broken glass, syringes - if possible let an adult know its there).
- Do not over-reach to retrieve litter (risk of fall/injury)
- Walk, don't run, especially as verges are often uneven (sprains)
- Follow Parent/Carer instructions regarding weather conditions
- Stay hydrated if weather is hot, wear sun-creams and hats. If you need to put a coat on make sure hi-viz if the top layer.
- Take breaks when needed, in safe places
- Ensure any medical conditions are known to parents/supervisors (e.g. asthma, allergies)
- Stay vigilant by hedges (branches, brambles, nettles can cause a variety of injuries/allergies - especially to eyes, face and uncovered skin)

Risk Assessment - Animals and insects:

- Do not approach dogs, especially if they are not on leads
- Do not stroke dogs unless you have permission from the owner
- Take extra care around areas of wasps/bees as there may be a nest
- If you are entering fields/lanes make sure to close gates
- Do not enter farms, especially where cows, sheep, horses may have young animals.

Signed:

Dated:

13.1 – Verge Cutting.

Apologies for not getting back to you sooner.

It would appear that we have left it rather late in the day to delegate the grass cutting for this year but I will endeavour to get Sporle added to the list of delegated parishes for 2024/25.

I have attached a blank copy of the application form (Dates will need to be changed to 01 May 2024 to 31 March 2025) and an ESI form that needs to be filled out with the parish's bank details.

The total sum that Sporle would be entitled to is £881.40 for a minimum of 4 cuts over an area of 2,359.23m². This works out at £9.34 per 100m² per cut.

These areas are listed below. I do not have a definitive map but hopefully this should suffice.

Time is of the essence with this so a swift response before Thursday would be really appreciated.

Regards

CROWN LANE	NCC	966.57
PRIORY CLOSE	NCC	89.66
THE STREET	NCC	29.2
THE STREET	NCC	190.94
PRIORY CLOSE	NCC	157.31
THE STREET	NCC	269.36
THE STREET	NCC	252.62
PRIORY CLOSE	NCC	18.51
BUNKERS HILL	NCC	127.81
HILLS CLOSE	NCC	30.92
THE STREET	NCC	84.45
THE STREET	NCC	71.71
BUNKERS HILL	NCC	70.17

13.2 Highways re; Village Gates.

Please see the latest update from our contractor

- **All gate way schemes** – Manufacturer carried out alterations as gateways were not compatible with supplied signs. After alterations had been carried out the signs did not look or feel solid enough to with stand heavy winds. All gateways have now been picked up by the manufacturer so issues can be rectified. As soon I have a date for these to be returned, I will let you know and get these installed as a matter of urgency. I realise this is as embarrassing for yourselves as it is for us and can only apologise for the issues encountered.

I appreciate that this is somewhat frustrating and all sector within highways south have expressed their concern over the continued delays regarding the gateways installation.

As soon as the issues above have been rectified these works will be treated as an absolute priority.