



SPORLE WITH PALGRAVE PARISH COUNCIL

9th June 2024

Dear Councillor,

You are summoned to attend a **Meeting of the Parish Council** to be held on Thursday 13th June 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. To receive and consider apologies for absence.

2. 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.

3. Minutes.

To approve the minutes of the Parish Council meeting held on 30th May 2024.

4. Public Form.

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

4.2 William Nunn - County Councillor.

4.3 Peter Wilkinson - District Councillor.

4.4 Members of the public.

4.5 Police matters. Next SNAP Meeting July 27th at Hilborough.

5. 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.

5.1 To note that the village gates are covered under 50/50 funding grant and S106 payments.

5.2 Update from Councillors on '.gov' email activation.

5.3 Barclays Bank Closure – CLOSED.

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

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- 5.4 Water leak – no response received.
- 5.5 Installation of bin at playingfield – update. Cllr K McLeod.
- 5.6 Eon – New contract agreed.
- 5.7 Litter Picking equipment available. Risk Assessment to be given out on issue. Councillor to store within village. To receive Breckland response.

6. Finance and Governance Matters.

- 6.1 To agree payments at Annex A and note income.
- 6.2 Gallagher have been asked to include Sporle Improvement Fund on the policy. Update.
- 6.3 To receive Solar Light quotations if available.

7. Planning.

- 7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
 - 7.1.1 None at issue of agenda.
- 7.2 To receive notification of decisions taken by Breckland District Council:
 - 7.2.1 .
- 7.3 Neighbourhood Plan – next meeting July, June meeting cancelled to give longer for questionnaires to be received.
- 7.4 Clerk attended the Breckland District Council – Local Plan; Preferred Options presentation on the 10th June. To receive any feedback.

8. Correspondence.

- 8.1 To receive any correspondence received by the clerk prior to the meeting.

9. Village Matters.

- 9.1 Pavers around village sign – to receive quotations. Cllr K McLeod.
- 9.2 Bus Shelter – ‘perch seats’ – to receive quotation if available.
- 9.3 To consider location for installation of second bin held at Community Centre.

10. Administrative Matters.

- 10.1 To note that clerk is working away 17th to 28th. Telephone answerphone will redirect to personal phone, emails will be monitored.
- 10.2 To consider quotation from Sonya Blythe to undertake the internal audit 24/25. This is the same internal auditor as this year.
- 10.3 .



11. Highways and Footpaths.

- 11.1 Verge Cutting. To receive notification that the devolved sum would be £881.40. More detail received on areas cut. Still awaiting confirmation of which areas are 'Urban Cut'. Previously circulated.

12. Dates of next meetings.

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

13. 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.

MINUTES OF SPORLE WITH PALGRAVE PARISH COUNCIL MEETING

held on Thursday Thursday 30th May 2024
in the Community Centre, Sporle with Palgrave at 7.00pm.

Present: Cllrs J Bevan (Chair-part), M Cousins, H Dye, K McLeod (Chair-part), P Smith, H Taylor, L Taylor
Clerk: Mrs Sarah Hunt
District Councillor: Peter Wilkinson.

1. Election of Chair.

Cllr J Bevan was elected – PROPOSED Cllr J Bevan, seconded Cllr M Cousins and elected. Cllr Bevan signed the declaration of acceptance of office and assumed the Chair.

2. Election of vice-Chair

Cllr M Cousins was elected - PROPOSED Cllr P Smith, seconded Cllr K McLeod and elected to the office.

3. To receive and consider apologies for absence.

None.

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

None.

5. Minutes.

The minutes of the Parish Council meeting held on 11th April 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr P Smith, seconded Cllr L Taylor.

6. Public Form.

- 6.1 To receive a short presentation from Mrs Anne Neary – executive head – Sporle Church of England Primary Academy. Not present.
- 6.2 William Nunn - County Councillor, apologies.
- 6.3 Peter Wilkinson - District Councillor notified the meeting that a new match funding grant was open, applications through Norfolk Community Foundation. Breckland continues to support 'mindful village accreditation' with upcoming courses free of charge.
- 6.4 Members of the public. None present.
- 6.5 Police matters. To receive report from SNAP Meeting. Cllr J Bevan attended on behalf of Sporle Parish Council. Local Police are due to visit the School in Sporle to engage with the young people. Current priorities are around speeding and vulnerable people. Shopwatch received a very poor response. Next meeting 27th July at Hilborough.

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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.

- 7.1 NOTED that the village gates are covered under 50/50 funding grant and S106 payments. See item 13.2.
- 7.2 Credit Card Application – card received.
- 7.3 Update from Councillors on '.gov' email activation. Councillors who have not yet taken action to do so. Clerk to be contacted with any issues.
- 7.4 Unity Bank – NOTED that Mr Paul Smith is now a signatory.
- 7.5 Bunkers Hill Bus Stop – still no reply from the youth offending team. Cllr K McLeod to discuss with Payback team. Next meeting.
- 7.6 Water leak – no response received. Clerk to chase.
- 7.7 Installation of bin at playingfield – update. Cllr K McLeod has identified the bins at the Community Centre to go to the Playingfield and Bus Stop. Both to be installed by the Payback team. One bin remains – Cllrs to consider location.
- 7.8 Solar Lighting quotes – next meeting.

8. Finance and Governance Matters.

8.1 The payments at Annex A were APPROVED and income NOTED.

PROPOSED Cllr L Taylor, seconded Cllr M Cousins.

8.2 End of year accounts for 2023/24:

8.2.1 The meeting RECEIVED the Internal Audit AGAR Statement.

8.2.2 The meeting RECEIVED and DISCUSSED the Internal Audit report. Council emails (.gov.uk) already in hand see item 7.3. Risk Register – Next meeting.

8.2.3 It was RESOLVED to APPROVE Section 1 of the AGAR, the Annual Governance Statement. PROPOSED Cllr K McLeod, seconded Cllr L Taylor. Signed by the Chair.

8.2.4 It was RESOLVED to APPROVE Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr M Cousins, seconded Cllr P Smith.

8.2.5 NOTED analysis of variances.

8.2.6 RECEIVED the bank reconciliation as at 31.3.24;

Barclays Bank (3244)	£ 629.10
Unity Bank (6258)	£ 238.44
Unity Bank (3652)	£9,126.72
Total at end of year	£9,994.26

8.2.7 NOTED the period for the exercise of public rights; Monday 3rd June 2024 to Friday 12th July 2024.

8.3 It was AGREED to provide three litter picking kits for volunteers. (Hi Viz vests, gloves, litter picking grabber and ring). PROPOSED L Taylor, seconded K McLeod. Cllr Wilkinson advised Breckland Environmental Services will provide bags and collect refuse collected.

- 8.4 Council reviewed the Insurance schedule and AGREED renewal. NOTED that Gallagher have been asked to include Sporle Improvement Fund on the policy. It was DELEGATED to the Clerk to agree the increased renewal cost of adding the charity. PROPOSED Cllr H Dye, seconded Cllr M Cousins.
- 8.5 NOTED the recycling receipts of £469.27 and £60.68. It was RESOLVED to make the annual 50% donation to the Community Centre. PROPOSED Cllr K McLeod, seconded Cllr L Taylor.
- 8.6 NOTED 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. It was RESOLVED to renew on fixed term business plan as recommended (annual cost £469.29) rather than rolling onto flexible business tariff (annual cost £718.59). PROPOSED Cllr L Taylor, seconded Cllr J Bevan.
- 8.8 NOTED Barclays signatories are: Gordon Burrows, Sarah Hunt, Calvin 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 Councillors considered applications received from Breckland District Council prior to the meeting date:
 - 9.1.1 None at issue of agenda.
- 9.2 NOTED 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 reported that the questionnaires were being distributed – over 70 have been completed online. Cllr H Taylor notified the meeting that an extension was being made to the end of June to allow paper copies to be collected and input. Boxes were now in the shop and community centre allowing them to be dropped off. More copies are available from Cllr M Cousins if needed.
- 9.4 NOTED that the Clerk is attending the Breckland District Council – Local Plan; Preferred Options presentation on the 10th June.

10. Correspondence.

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

11. Village Matters.

- 11.1 SAM2 – update on reinstallation. Cllr K McLeod has collected units, they will be operational within the next few days.
- 11.2 Pavers around village sign – to receive quotations. Cllr K McLeod. Next meeting.
- 11.3 Bus Shelter – ‘perch seats’ – to receive quotation if available. Next meeting.

12. Administrative Matters.

- 12.1 NOTED that the Council has responsibility for no land directly.
- 12.2 The Litter Picking Risk Assessment was AGREED – Volunteer sheet to be issued before any permission given.
- 12.3 The Complaints procedure was REVIEWED and ADOPTED.
- 12.4 The model publication scheme was REVIEWED and ADOPTED.
- 12.5 The Data Protection Policy was REVIEWED and ADOPTED.

13. Highways and Footpaths.

- 13.1 Verge Cutting. Notification received that the devolved sum would be £881.40. Definitive map needed rather than a list. Not clear what areas are included. Clerk to obtain quotations once map available. Cuts to be April, June, August and October.
- 13.2 Village Gate Installation – Council received Highways notification of supply issues, no gates currently available.

14. Training.

- 14.1 To receive feedback from Flooding Course. Cllr K McLeod reported that the Parish Council was taking all suggested actions at present.
- 14.2 To receive feedback from the data protection course. Clerk reported that the accessibility rules change once again this Autumn. The Council continues to work hard to remain accessible with all documents.

15. Dates of next meetings.

- Thursday 13th June 2024 at 7pm. Charity meeting at 6pm.
- 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

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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.

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Payments to be made by Sporle with Palgrave Parish Council - May 2024					
Company	Amount	VAT		Reason	Cheque/DD
R Tyrrell	£30.00		£30.00	Bus Shelter Cleaning April	300007
Tufts building materials	£247.84	£ 49.57	£297.41	Materials for community payback	BACS PAID
R Tyrrell	£60.00		£60.00	Bus Shelter Cleaning May/June	300008
Environmental Defence Systems	£90.00	£ 18.00	£108.00	Gel Sandbags	
S Hunt - refund	£37.35	£ 7.50	£44.85	Dog signs (Amazon)	
eon	£31.83	£ 1.59	£33.42	Pavilion Electricity 9th April to 8th May 2024	D/D
npts	£50.00		£50.00	data protection training course	
Gallagher Insurance	£1,420.96		£1,420.96	Insurance	
TTSR - grass cutting recreation field	£200.63	£ 40.13	£240.76	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
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
S Hunt - May incl homeworking	£739.85		£739.85	salary	
HMRC	£53.50		£53.50	Revenue Payment - May	
Norfolk Pension Fund	£229.46		£229.46	Pension Payment May	
Total	£4,519.65	£ 172.75	£4,692.40		
RECEIPTS				v	
Breckland	£469.27		£469.27	Recycling 2023/24	
Norfolk Co Co	£60.68		£60.68	Recycling 2023/24	
			£529.95		

The meeting closed at 7.50pm

Signed:

Dated:

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

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5.7

Good Morning,

We can arrange to have the sack delivered to an address within 10 working days if you would like to provide that.

Do you need to borrow litter picking equipment as well as needing sacks?
Whether it is just sacks or equipment too, you can request this here [Request litter picking equipment - Breckland Council](#) and arrange for collection from Swaffham Community Centre which I believe is likely to be more convenient than this other locations but all options are on the webpage.

To get the filled sacks collected from a designated location after the pick, you just need to drop us an email to this address, and we can arrange for Serco to remove them.

Kind Regards
Donna