



# Sporle with Palgrave Parish Council

## Minutes of a Meeting of the Parish Council held on Thursday 11<sup>th</sup> 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 14<sup>th</sup> 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 16<sup>th</sup> 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 22<sup>nd</sup> 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. 18<sup>th</sup> 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 16<sup>th</sup> 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      |      |  |
| <b>Total</b>                                                            | <b>£5,991.03</b> | <b>£ 652.98</b> | <b>£6,644.01</b>  |                                            |           |      |  |
| <b>RECEIPTS</b>                                                         |                  |                 |                   |                                            |           |      |  |
| Breckland District Co                                                   | £17,693.50       |                 | £17,693.50        | Precept 1st Instalment.                    |           |      |  |
| Unity                                                                   | £62.15           |                 | £62.15            | Interest                                   |           |      |  |
|                                                                         |                  |                 |                   |                                            |           |      |  |
|                                                                         |                  |                 | <b>£17,755.65</b> |                                            |           |      |  |