



MINUTES OF A MEETING OF SPORLE WITH PALGRAVE PARISH COUNCIL

held on Thursday 11th July 2024 at 7pm at the Community Centre.

Present: Cllrs J Bevan (Chair), M Cousins, K McLeod, P Smith, H Taylor, L Taylor.

Clerk: Mrs Sarah Hunt.

1 member of the public.

1. To receive and consider apologies for absence.

Cllr H Dye – absent.

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

None.

3. Minutes.

The minutes of the Parish Council meeting held on 13th June 2024 were AGREED and signed by the Chair. PROPOSED Cllr P Smith, Seconded Cllr M Cousins.

4. Public Form.

4.1 William Nunn - County Councillor not present.

4.2 Peter Wilkinson - District Councillor – apologies. Report received by email: Car parking charges likely to be implemented by Breckland District Council. The website 'commonplace' is where to sign up for updates concerning the Local Plan.

4.3 Members of the public. None.

4.4 Police matters. Swaffham SNAP Meeting has created a priority on Speeding. Community Speedwatch information provided. This has been placed on facebook by the Clerk. Residents to contact the Clerk if there is local interest in forming a group. Cllr McLeod to attend next SNAP meeting.

5. Updates on previous Matters.

5.1 Update from Councillors on '.gov' email activation. To date Cllrs Bevan and Smith have activated their email. Other Councillors and Clerk to activate.

5.2 Water leak – no response received. Clerk continuing communications with Anglian Water. Ongoing.

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- 5.3 Installation of bin at playingfield – update. Cllr K McLeod reported that the Community Payback team have not been present in the village working for the Council. The Clerk confirmed that they are awaiting insurance details. Community Payback still hold Cllr K McLeods key to the Pavilion. Keys held by Cllr Bevan and Clerk. Key to be issued to Cllr McLeod.

6. Finance and Governance Matters.

- 6.1 The meeting RECEIVED the bank reconciliation as at 31.5.24
- | | |
|------------------------------|------------|
| Barclays Bank | £629.10 |
| Unity (6258) | £9,642.05 |
| Unity (3652) | £19,150.25 |
| Less unrepresented payments: | £632.10 |
| Adjusted Balance: | £28,792.30 |
- 6.2 It was RESOLVED to make the payments at Annex A. PROPOSED Cllr K McLeod and seconded Cllr L Taylor.
- 6.3 The budget to date was REVIEWED. Councillors to bring any projects for 2025/26 to September meeting to be included within draft budget.
- 6.4 The updated streetlight quotations were RECEIVED. Still awaiting further prices – images for each quote to be provided to Councillors. Next meeting.
- 6.5 NOTED that P K F Littlejohn logged the end of year submission on 28th June 2024.

7. Planning.

- 7.1 To consider consultee response to applications received from Breckland District Council prior to the meeting date:
- 7.1.1 3PL/2024/0510/D – Sporle, Land West of The Street. Reserved matters application following Outline approval on 3PL/2019/0920/O (as amended on 3PL/2022/1048/VAR) relating to Landscaping, Scale, Layout and Appearance (Reserved Matters). To be added to facebook. No comment from Council.
- 7.2 To receive notification of decisions taken by Breckland District Council:
- 7.2.1 None.
- 7.3 Neighbourhood Plan – Next meeting date 2nd August at 10.30am at the Community Centre.

8. Correspondence.

- 8.1 An email was received concerning the level of grasscutting in the village. Areas are the responsibility of Norfolk County Council.



- 8.2 Replacement of sign by the Queen's Tree. Next meeting following inspection by Councillors.
- 8.3 Breckland District Council. Statement of Principles – gambling Act. Previously circulated. Noted.

9. Village Matters.

- 9.1 Pavers around village sign – to receive quotations. Cllr K McLeod. Next meeting.
- 9.2 Bus stop – bunkers hill – needs roofing repairs, pressure washing, and repainting. Quotes to be obtained. Cllrs McLeod and Bevan to obtain. Overhanging branches obscuring Bus Stop Sign Bunkers Hill – Clerk to ask for quote.
- 9.3 Bus Shelter – 'perch seats' – quotation received. To ask if this includes installation fees. Next meeting.
- 9.4 Two bins bin held at Community Centre. To be installed adjacent bus stop, Bunkers Hill and on the Playingfield, then added to collection schedule. Cllr McLeod to ask Community Payback if they are able to install all three.

10. Administrative Matters.

- 10.1 NOTED that T T Jones have acknowledged that the streetlight maintenance contract will terminate on 1st September 2024 and that Cozens have confirmed they will commence on that date.

11. Highways and Footpaths.

- 11.1 Verge Cutting – Devolved Sum of £881.40. To receive confirmation of 'urban cut' areas still outstanding. It was noted by the meeting that the most recent cut was not effective. It was AGREED that a management plan was needed for the stream moving forward. It was AGREED to invite the Norfolk River Trust to come along and address the Parish Council to inform any decision.
- 11.2 To receive the invitation to apply for highways 50/50 funding for 2025/26 year. To consider any projects. Next meeting.
- 11.3 To note that a complaint has been raised with Highways regarding the quality of the last verge cut in the village.

12. Dates of next meetings.

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

13. Matters for next agenda.

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- To review employment policies
- To review Risk Register
- To review asset register (grit bins may need removing)
- To review Financial Regulations
- To review Standing Orders
- To review risk assessment schedule.
- To review press and media policy.
- To consider any projects for 2025/26.
- To review earmarked reserves.

The Press and Public were Excluded for the next item due to the confidential nature of the discussion.

14. STAFFING.

It was RESOLVED that the Clerk be given a 3 month unpaid sabbatical as requested from 1st August 2024.

It was FURTHER RESOLVED that Ms Lolly Dawson act as locum. Salary and terms as permanent clerk, on PAYE, no LGPS. Ms Dawson was appointed as interim RFO and Proper Officer.

PROPOSED Cllr Bevan, seconded Cllr Cousins.



Payments to be made by Sporle with Palgrave Parish Council - July 2024					
Company	Amount	VAT		Reason	Cheque/DD
R Tyrrell	£30.00		£30.00	Bus Shelter Cleaning July/August	300009
vodafone	£6.00		£6.00	handset - June	DDR
vodafone	£8.91	£1.78	£10.69	Airtime - June	DDR
TTSR	£200.63	£ 40.13	£240.76	quarter 2	
eon	£23.34	£ 1.17	£24.51	Pavilion Electricity 9th June to 8th July	D/D
community centre	£18.00		£18.00	May meeting	
sse electricity	£434.54	£ 27.53	£462.07	Electricity May	DDR
S Hunt - July incl homeworking	£739.85		£739.85	salary	
HMRC	£53.50		£53.50	Revenue Payment - July	
Norfolk Pension Fund	£229.46		£229.46	Pension Payment May	
CREDIT CARD:	£3.00		£3.00	monthly fee	DDR
Amazon	£16.64	£ 3.34	£19.98	Reflectors for flower bed at pavilion.	DDR
Total	£1,763.87	£ 70.61	£1,817.84		

The meeting closed at 8.15pm

Signed:

Dated:

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