



SPORLE WITH PALGRAVE PARISH COUNCIL

5th July 2024

Dear Councillor,

You are summoned to attend a **Meeting of the Parish Council** to be held on Thursday 11th July 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 13th June 2024.

4. Public Form.

4.1 William Nunn - County Councillor.

4.2 Peter Wilkinson - District Councillor.

4.3 Members of the public.

4.4 Police matters. To bring any necessary police matters to the attention of the Parish Council.

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 Update from Councillors on 'gov' email activation.

5.2 Water leak – no response received. Clerk chasing Anglian Water.

5.3 Installation of bin at playingfield – update. Cllr K McLeod.

6. Finance and Governance Matters.

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

Telephone: 07552116126

Email: clerksporlepc@gmail.com



- 6.1 To receive bank reconciliation.
- 6.2 To agree payments at Annex A and note income.
- 6.3 To review budget to date.
- 6.4 To receive updated streetlight quotations and agree any action.
- 6.5 To note 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).
- 7.2 To receive notification of decisions taken by Breckland District Council:
 - 7.2.1 None received prior to agenda.
- 7.3 Neighbourhood Plan – To note next meeting date if available.

8. Correspondence.

- 8.1 To receive an email with regard to grasscutting in the village.
- 8.2 Replacement of sign by the Queen's Tree.
- 8.3 Breckland District Council. Statement of Principles – gambling Act. Previously circulated. To consider submitting any comments.

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 receive confirmation 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 if received.
- 11.2 To receive the invitation to apply for highways 50/50 funding for 2025/26 year. To consider any projects.



- 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.

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.



SPORLE WITH PALGRAVE PARISH COUNCIL

Minutes of a **Meeting of the Parish Council** held on Thursday 13th June 2024 held in the Community Centre, Sporle with Palgrave at 7.00pm.

Present: Cllrs M Cousins (Chair), H Dye, P Smith, H Taylor.

Clerk: Mrs S Hunt

1. Apologies.

Apologies were RECEIVED and ACCEPTED from Cllr J Bevan, Cllr K McLeod, Cllr L Taylor.

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

None.

3. Minutes.

The minutes of the Parish Council meeting held on 30th May 2024 were AGREED as a true and correct record and signed by the chair.

4. Public Form.

4.1 William Nunn - County Councillor. Not present.

4.2 Peter Wilkinson - District Councillor. Apologies.

4.3 No members of the public present.

4.4 Police matters. NOTED the 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.

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

5.2 Update from Councillors on '.gov' email activation. All Councillors with the exception of Cllr P Smith are still to action.

5.3 Barclays Bank Account – CLOSED - NOTED.

5.4 Water leak – noted no response received.

5.5 Installation of bin at playingfield – update. Cllr K McLeod. Next Meeting.

5.6 Eon – New contract agreed as directed by Council.

5.7 Litter Picking equipment available. Risk Assessment to be given out on issue. Councillor P Smith to store within village. Breckland very supportive and prepared to collect rubbish.

6 Finance and Governance Matters.

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- 6.1 The payments at Annex A were PROPOSED Cllr H Dye and seconded Cllr M Cousins. Income detailed was NOTED.
- 6.2 Gallagher have been included the Sporle Improvement Fund charity on the Parish Council annual policy.
- 6.3 The meeting received solar and replacement light costs. To be reviewed next meeting when Budget to date is 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.
- 7.2 To receive notification of decisions taken by Breckland District Council:
 - 7.2.1 None.
- 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. NOTED.

8 Correspondence.

- 8.1 None.

9 Village Matters.

- 9.1 Pavers around village sign – to receive quotations. Cllr K McLeod. Next Meeting.
- 9.2 Bus Shelter – ‘perch seats’ – no quotation received from Colmans.
- 9.3 To consider location for installation of second bin held at Community Centre. Next Meeting.

10 Administrative Matters.

- 10.1 NOTED that the clerk is working away 17th to 28th June. Telephone answerphone will redirect to personal phone, emails will be monitored.
- 10.2 The meeting considered a quotation of £130.00 from Sonya Blythe to undertake the internal audit 24/25. It was RESOLVED to use Sonya Blythe again for 2024/25. PROPOSED Cllr P Smith, seconded Cllr H Dye.

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. Next meeting when confirmation received.

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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.

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ANNEX A – July 2024 meeting.

COMPANY	AMOUNT	VAT	GROSS	DESCRIPTION	METHOD
Amazon	£67.30	£13.51	£80.81	Litter Picking eqt	CARD
Card Charges	£3.00		£3.00	Monthly fee	CARD
Vodafone	£6.00		£6.00	Handset – May	DDR
Vodafone	£8.91	£1.78	£10.69	Airtime – May	DDR
Community Cntr	£18.00		£18.00	Hall Hire – 30/5/24	BACS
Westcotec	£203.00	£40.60	£243.60	Additional Battery & Cables.	BACS
NALC	£70.00		£70.00	Website hosting	BACS
S Hunt	£739.85		£739.85	June salary + homeworking	BACS
HMRC	£53.50		£53.50	June Revenue payment	BACS
Norfolk Pens. Fund	£229.46		£229.46	June Pension Payment	BACS
T T Jones Elect.	£533.90	£106.78	£640.68	Main. Jul/Aug/Sept and foliage cutting	BACS
Eon	£24.69	£1.23	£25.92	Pavilion 9.5 – 8.6.24	DDR

The meeting closed at 7.56pm.

Signed:

Dated:

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STREETLIGHTING: 23 No. units				
	To replace concrete with steel:		To replace with Solar	
	each	total	each	total
T T Jones	£1,371.62	£31,547.26		£61,838.26
Pearce & Kemp		£101,502.11		
K & M Lighting			£4,167.00	£95,841.00
Cozens		£26,565.00	£2,290.00	£52,670.00

8.1 – Email regarding grass cutting:

I am a resident in the village of sporle and have noticed that the green grass areas in the village have not been cut this year , I have spoken to Peter Wilkinson by message about the situation and he has said to speak to yourselves . The areas some by schools look very overgrown and like a wilderness I have cut a few areas myself free of charge just to try and make it look better .

I have my own gardening business and have offered to take the contract on if the company that are doing it don't want to .

Like I have said I have my own gardening business and would like the opportunity to grow as a business and take on this contract.

8.2 SIGN BY THE QUEEN'S TREE

Could this be discussed please?

Sign by the Queen's tree is rusting and will need replacing with something better. We are researching possible alternatives.

Not sure who paid for it originally. Was it the PC?

8.3 request from Preschool

I hope this email finds you well. On the 18th July Sporle Preschool with all our 38 families will meet on the playing field for our annual picnic in the park.

This morning I went to the park to check the maintenance of the park, as last year the park was unusable, to find the park looks lovely however the field and surround is quite overgrown.

Do you know if this will be cut back before the 18th July please? As if not I will need to look for an alternative area for our leavers picnic.

Your Ref:
Date: July 2024

My Ref: HI/12/GEN/DH/DN
Tel No.: 0344 800 8020
Email: ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

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We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is now live (click on [this link](#))

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Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your Local Member, frontages and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to pppschemes@norfolk.gov.uk. If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			