

SPORLE WITH PALGRAVE PARISH COUNCIL



Minutes of the **Meeting of the Parish Council** held on Thursday 12th September 2024
in the Community Centre, Sporle with Palgrave at 7.00pm.

In attendance: Cllrs Janis BEVAN (Chair), Maggie COUSINS, Helen DYE, Calvin MCLEOD, Paul SMITH, Howard TAYLOR, & Louise TAYLOR.

Clerk: Miss L Dawson

Members of the public: 3, including District Councillor Peter Wilkinson

1. Apologies for absence.

Apologies were accepted for Cllr Paul Smith, due to alternative commitments.

2. Declarations of interest and approve any requests for dispensations.

Cllr H Taylor declared an interest on item 6.6, regarding the Sporle Parish Magazine.

3. Minutes.

The minutes of the Parish Council meeting held on 11th July 2024 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Form.

4.1 William Nunn - County Councillor, not in attendance.

4.2 Peter Wilkinson - District Councillor reported that the aspiring communities fund is open for community projects, and is match funding. Cllr Wilkinson advised the Council seek advice from Brecklands planning department for an update on the current local plan, and how this might effect the Neighbourhood plans progress. Car Parking charges in Breckland will be available for public consultation in November 2024.

4.3 Members of the public.

A member of the public addressed the Council regarding the SAM2 speed monitors, one is not working, one battery has been replaced however is non-functional. It was AGREED for Cllr K Mcleod to take the broken SAM2 into westcotec on 13/9/2024 and investigate the issues further.

4.4 Police matters.

None.

5. Updates on previous Matters.

- 5.1 Councillors '.gov' email activation, Clerk to send instructions again, and update it in the Parish Magazine.
- 5.2 Installation of bins, no update, Community Payback Project.
- 5.3 Village gateways project, awaiting update from Highways & Contractor.
- 5.4 An update was received regarding bus service concerns, Konect Bus Network Manager has responded to the Parish Council and suggested a survey, it was AGREED to create a paper survey to go into the Village Magazine and a QR code or link to an online version.

6. Finance and Governance Matters.

- 6.1 A bank reconciliation was RECEIVED.
- 6.2 The payments as presented in Annex A were APPROVED, PROPOSED Cllr K Mcleod, seconded Cllr L Taylor.
- 6.3 The budget to date was reviewed.
- 6.4 The current Earmarked and General Reserves were reviewed.
- 6.5 The street light quotations and photos were received, It was AGREED to proceed with solar replacements, and to replace one streetlight in 2025, subject to a review of the reserves left at the end of the financial year.
- 6.6 It was RESOLVED to donate £500 to the Sporle Parish Magazine, PROPOSED Cllr K Mcleod, seconded Cllr M Cousins.
- 6.7 The annual play inspection quotes were received, it is next due to be carried out October 2024. It was AGREED to accept the quote of £111.00 + VAT, with Play Inspections.

7. Planning.

- 7.1 Consultee response to applications received from Breckland District Council prior to the meeting date:
 - 7.1.1 None.
- 7.2 Notification of decisions taken by Breckland District Council:
 - 7.2.1 None.
- 7.3 Neighbourhood Plan
 - 7.3.1 The meeting notes from 2nd August were received, access on to Peddars Way was discussed, at present there are no funds available for this project.
 - 7.3.2 The Neighbourhood Plan Initial Survey Analysis Report was circulated.
 - 7.3.3 The next meeting date is 20th September 2024 at 10:30am in the Sporle Community Centre, Clerk to check with Community Collective Planning and Breckland Planning department if the recent central and district planning changed will affect the villages Neighbourhood Development Plan.

8. Correspondence.

- 8.1 Attendance at the Town and Parish Council Engagement Event at Breckland were noted, Clerk to send meeting times and dates to Councillors.
- 8.2 The email from Breckland regarding the National Planning Policy consultation was NOTED.

- 8.3 The email regarding farm traffic signage on The Street, north of the village was received. It was AGREED for the Clerk to share any response from highways regarding if they would grant permission and potential costs, with the residents.
- 8.4 It was NOTED that the Breckland Planning online service may be disrupted between 18th September and 7th October due to a system update. Email planning@breckland.gov.uk for more information.
- 8.5 The Open Space and Playing Pitch Survey 2024 and response was NOTED.

9. Village Matters.

- 9.1 The Bus Shelter 'perch seats' quote was received, the price includes installation. It was AGREED to accept the quote of £900.00 + VAT with David Colman Engineering, PROPOSED Cllr J Bevan, seconded Cllr K Mcleod.
- 9.2 It was AGREED for a volunteer to complete the pressure washing of the bus stop to remove the paint, Cllr L Taylor to attend and complete risk assessment for works. It was AGREED for Cllr K Mcleod to source a quote for the roof tile repairs.
- 9.3 It was AGREED for Cllr L Taylor to investigate and cut the overgrown branch at Bunkers Hill bus stop, if required.
- 9.4 It was AGREED for no further action regarding the sign at the Queen's Tree at present, a Councillor has cleaned it.
- 9.5 It was AGREED not to purchase the cordless pressure washer, as volunteer(s) will carry out bus stop cleaning.
- 9.6 The response from Anglian Water regarding the leak on The Street was received, stating that they had visited and tested the location, they have concluded that it is a private issue as the water is coming from a nearby property, the owner has been made aware by Anglian Water and will look to resolve the issue. It was AGREED for councillor to monitor the leak and report to the next.
- 9.7 It was NOTED that the clerk had contacted the highways boundaries team to request a map of highways boundaries along The Street, there is currently up to a 12 week wait for the map.
- 9.8 It was AGREED to allow the Community Payback team to trim and tidy along the stream on The Street.
- 9.9 The current list of works for the Community Payback team was updated, Clerk to send to the Community Payback team.
- 9.10 It was AGREED for the Clerk to look into the current agreement with the football team and report back to the next meeting.

10. Administrative Matters.

- 10.1 The current policy schedule, was noted, no policies presented to consider.
- 10.2 It was AGREED to renew the Bronze membership to CAN at an annual cost of £20.00.
- 10.3 It was AGREED for 1 x remembrance wreath to be purchased through the RBL.

11. Highways and Footpaths.

- 11.1 Verge Cutting – Devolved Sum of £881.40. It was NOTED that the ‘urban cut’ areas have not yet been received, clerk to continue to chase.
- 11.2 The invitation to apply for highways 50/50 funding for 2025/26 year was RECEIVED, it was AGREED for Clerk to send list of allowed projects to Cllrs and Councillors to source quotes and report to next meeting any proposed projects to present to council.

12. Dates of next meetings.

Thursday 17th October 2024 at 7pm.

Thursday 14th November 2024 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.
- To consider the Parish Partnership, proposed projects.
- To receive an update on the leak on The Street.
- To consider the current football pitch usage agreement.

Meeting Closed: 21:08

Signed:

Dated:

Payments to be made by Sporle with Palgrave Parish Council - September 2024					
Company	NET	VAT	GROSS	Reason	Cheque/DD
R Tyrrell	£60.00	£ -	£60.00	Bus Shelter Cleaning July/August	Cheque
vodafone	£6.00		£6.00	handset - July	DDR
vodafone	£6.00		£6.00	handset - August	DDR
vodafone	£8.91	£1.78	£10.69	Airtime - July	DDR
vodafone	£8.91	£1.78	£10.69	Airtime - August	DDR
TTSR	£200.63	£ 40.13	£240.76	Invoice 3 of 4 - INV9424	
Wave	£33.03	£ -	£33.03	Pavilion water bill due DD 20th August 2024	DDR
eon	£27.24	£ 1.36	£28.60	Pavilion Electricity 9th July to 8th August 2024	D/D
Sporle Community Centre	£18.00	£ -	£18.00	Hire 11th July 2024	
sse electricity	£420.55	£ 26.65	£447.20	IV01212601 June Electric	DDR
S Hunt - August Payroll (£0.00 gross	£105.20	£ -	£105.20	Month 5 Salary	
CO-Op Receipt	£14.06	£ -	£14.06	Refund S Hunt - NDP refreshments	
Scribe Software	£408.00	£ 81.60	£489.60	Annual fee for accounts software	
L Dawson - August Payroll	£670.13	£ -	£670.13	Month 5 Salary	
HMRC	£62.30	£ -	£62.30	Month 5 HMRC payment	
Norfolk Pension Fund	£0.00	£ -	£0.00	Pension Payment August	
S Hunt - September Payroll (£0.00 g	£82.80	£ -	£82.80	Month 6 Salary	
L Dawson - September Payroll	£670.13	£ -	£670.13	Month 6 Salary	
HMRC	£84.70	£ -	£84.70	Month 6 HMRC payment	
Norfolk Pension Fund	£0.00	£ -	£0.00	Pension Payment September	
Viking	£59.74	£ 11.95	£71.69	Printer Ink	
Sporle Parish Magazine	£500.00	£ -	£500.00	donation	
Community Action Norfolk	£20.00	£ -	£20.00	Annual Bronze membership fee	
CREDIT CARD:			£3.00	monthly fee July	DDR
			£3.00	monthly fee August	DDR
Community Centre	£20.00	£ -	£20.00	NDP Hall Hire 2nd August 2024	
E On Next	£29.52	£ 1.48	£31.00	Pavilion Electric 9th August to 8th September 2024	
Total	£3,515.85	£166.73	£3,688.58		

Temporary Clerk: Lolly Dawson

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