

SPORLE WITH PALGRAVE PARISH COUNCIL



Minutes of the **Meeting of the Parish Council** held on Thursday 12th December 2024. The meeting is to be held in the Community Centre at 7.00pm.

In attendance: Cllrs Janis BEVAN (Chair), Maggie COUSINS, Calvin MCLEOD, Paul SMITH, Howard TAYLOR (part).

Clerk: Miss L Dawson

Members of the public: 1, Cllr Peter Wilkinson

1. Apologies for absence.

Apologies were accepted for Cllr L Taylor due to alternative commitments
Apologies were accepted for Cllr H Dye due to alternative commitments

2. Declarations of interest.

None.

3. Minutes.

The minutes of the Parish Council meeting held on 14th November 2024 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Forum.

4.1 William Nunn - County Councillor.
Not in attendance

4.2 Peter Wilkinson - District Councillor, peter.wilkinson@breckland.gov.uk, 07788 381819.

Breckland Hardship Fund for health & wellbeing for young families, please contact Breckland District Council for assistance.

<https://www.breckland.gov.uk/article/20420/Financial-Support> Funding is available for local community events to help with Health & Wellbeing initiatives, <https://www.norfolkfoundation.com/funding-support/grants/groups/breckland-council-inspiring-communities/> . If there is an urgent issue over Christmas period, contact District Councillor Peter Wilkinson for appropriate contacts, (do call 999 or 111 in an emergency). Government boundary changes consultation open until February 2025. <https://www.lgbce.org.uk/news/press-release/have-your-say-new-political-map-breckland-council>

- 4.3 Members of the public.
None.
- 4.4 Police matters.
None. Cllr P Wilkinson noted SNAP meeting at Church rooms, Narborough on 16th January 7pm.

5. Updates on previous Matters.

- 5.1 An update was received from Councillors on '.gov' email activation.
- 5.2 It was noted that two have been installed, one at the recreation ground car park entrance and one to the let of Bunkers Hill bus stop, permission was sought from the landowner. Breckland Environmental Services to be contacted for emptying.
- 5.3 Village gateways project. The three gateways have been installed.
- 5.4 It was noted that Cllr P Wilkinson had assisted the Clerk in contacting Breckland's Health & Housing team & Environmental Protection and Enforcement team at Breckland, who directed the Council to the Environment Agency who logged the report, no confirmed action to be taken, on the water leak on The Street. Norfolk Strategic Flooding Alliance have also been contacted, awaiting further information.
- 5.5 It was noted that the minutes books have now been bound and will be kept until such time it's suitable to take to the archive centre in Norwich.

6. Finance and Governance Matters.

- 6.1 An up-to-date bank reconciliation was RECEIVED.
- 6.2 The payments list was presented at the meeting was APPROVED, and income was NOTED.
PROPOSED Cllr K Mcleod, seconded Cllr P Smith.
- 6.3 The 2024/25 budget to date was reviewed.
- 6.4 The 2025/2026 budget and precept of £37,500.56 was reviewed and APPROVED, PROPOSED Cllr M Cousins, seconded Cllr K Mcleod.

7. Planning.

- 7.1 Applications received from Breckland District Council prior to the meeting date:
 - 7.1.1 None received prior to agenda being published.
 - 7.1.2 Application received after agenda was published, PL/2024/0962/PAQ Prior Approval for Change of Use of Agricultural Barn to Dwelling (C3) and/or building works reasonably necessary for the conversion as required by The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q. It was AGREED to send comments via email as the planning details could not be found before the meeting.
- 7.2 Notification of decisions taken by Breckland District Council:
 - 7.2.1 None received.
- 7.3 Neighbourhood Plan
 - 7.3.1 An update and the meeting notes from 22nd November 2024 were RECEIVED.
 - 7.3.2 It was NOTED that the next meeting date is schedule for Wednesday 15th January 2025 at 7pm.

8. Village Matters.

- 8.1 A quote for timber to repair the bench was received, Clerk was unable to source additional quotes. It was AGREED to accept the Tufts quote for £437.76.
PROPOSED Cllr K Mcleod, seconded Cllr M Cousins.
- 8.2 An update regarding the leak on The Street received under item 5.4.
- 8.3 Quotes for a storage container at the recreation ground were considered, it was AGREED for the Clerk to contact the football team regarding shared use of the current container.
- 8.4 The quotes to install a footpath from the car park to the church were received, it was AGREED to consider alternative materials, Clerk awaiting project plan from the Community Payback team. It was noted that verbal agreement with the gardening club to relocate the plants, and recreate a formal flowerbed to the right of the proposed footpath has been confirmed, site meeting carried out 6th December with Cllr P Smith & Clerk. A site meeting with St Marys Church was also attended by Cllr P Smith, J Bevan & the Clerk, who confirmed they will be providing and installing a gate on the boundary line and will be installing a permeable path on their land.
- 8.5 An update on the highway's boundaries request along The Street was received, including a Highways Boundaries map. It was NOTED that NCC communicated that Breckland District Council is responsible for the ditch. It was AGREED for the Clerk to contact Breckland to investigate further.
- 8.6 Community Payback projects
It was noted that the Clerk had contacted the team to temporarily stop work between 17th December and beginning of January. Two bins have been installed, recreation ground waste had been cleared and skip filled, awaiting quote for paving around village sign. North end gates have had daffodils planted.
- 8.7 It was AGREED to purchased felt to be added to the noticeboard backing at the Premier, colour to be purple or yellow to fit with the signage. Budget agreed maximum £30.00.
- 8.8 The westcotec quote for £370.50 + VAT to repair the Sporle SAM2 was APPROVED, PROPOSED Cllr J Bevan, seconded Cllr K Mcleod.

9. Administrative Matters.

- 9.1 Items for the next Village magazine were AGREED to be; updating the Council's contact details to the Clerk, photos of projects and improvements, a small article regarding the agreed precept for 2025/26 with an explanation of calculations used, and councils proposed projects for 2025/2026.
- 9.2 The current policy schedule
 - 9.2.1 The Data Protection audit was AGREED.
 - 9.2.2 The Expenses policy, unchanged from February 2024, was AGREED.
 - 9.2.3 The Grievance policy, unchanged from February 2024, was AGREED.
 - 9.2.4 The Disciplinary Policy, unchanged from February 2024, was AGREED.
 - 9.2.5 The internal control statement was reviewed and AGREED.
 - 9.2.6 The Standing Orders were reviewed, the template from NPTS was used and AGREED.
 - 9.2.7 The Press & Media Policy was AGREED.

9.3 Charity Matters

- 9.3.1 The annual Play Inspection quote of £138.00 for October 2025, on behalf of the Sporle Children's Public Playing Field was APPROVED, PROPOSED Cllr K Mcleod, seconded Cllr P Smith.

10. Highways and Footpaths.

- 10.1 Verge Cutting to be taken on by the Parish Council was considered. It was NOTED that the annual devolved Sum of £881.40 from NCC would be received if approved, the urban cut areas are not known and that "all the verges on The Street, Priory Place/Close and Bunkers Hill, and those at the bottom of Hill Close will require cutting if the PC decides to go down the delegated pathway." It was AGREED not to pursue this project.

11. Dates of next meetings.

- Thursday 9th January 2025 at 7pm
Thursday 13th February 2025 at 7pm

12. Matters for next agenda.

- To review Risk Register
To consider grass-cutting quotes for playing field for 2025

It was APPROVED Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, that the Council moved to exclude the press and public for the remaining items of the agenda, by reason of the confidential nature of the business. PROPOSED Cllr J Bevan, seconded Cllr K Mcleod.

13. Staffing Matters

- 13.1 The permanent appointment of Miss Lolly Dawson as Parish Clerk & RFO from 1st January 2025 was APPROVED, with the same terms of employment as the departing Clerk were AGREED.
- 13.2 The resignation of Mrs Sarah Hunt from 31st December 2024 was NOTED.

Signed:

Dated: