

SPORLE WITH PALGRAVE PARISH COUNCIL



Minutes of the **Annual Parish Council Meeting** held on
Thursday 8th May 2025 in the Community Centre, Sporle with Palgrave at 7.30pm.

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

Members of the public: 5, including District Cllr Peter Wilkinson and County Councillor William Nunn.

Clerk: Miss L Dawson

1. Elect a Chair

It was RESOLVED to elect Cllr Janis Bevan as Chair, PROPOSED Cllr K Mcleod, seconded Cllr P Smith, the declaration of acceptance was signed.

2. Elect a Vice Chair

It was RESOLVED to elect Cllr M Cousins as Vice Chair, PROPOSED Cllr K Mcleod, seconded Cllr L Taylor, the declaration of acceptance was signed.

3. Apologies for absence

None.

4. Declarations of interest and approve any requests for dispensations

None.

5. Minutes

The minutes of the Parish Council meeting held on 10th April 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Public Form

6.1 District and County Councillors.

District Councillor Peter Wilkinson reported that Breckland have just opened a household support grant scheme to help residents on low income or those who are struggling with utility bills, so please do contact Cllr Wilkinson for further information. Email:

peter.wilkinson@breckland.gov.uk Call: 01760 338819.

The Call for sites is now closed, and the mapping process is in progress, Parishes with proposed sites will be invited to Breckland to discuss further in due course.

6.2 Members of the public.

A Member of the public, reported on their view of the two local solar farm developments, the importance that residents and the Parish Council engage in the consultation process, and noted the impact on the agricultural landscape and wildlife in the area and therefore the importance of mitigating factors to be taken into consideration by the developers including buffer zones of native trees, distance from habitat and property, and appropriate screening.

6.3 Police matters, none.

7. Updates on previous Matters

Reports on progress of items not on the agenda from the previous meetings and any further actions.

- 7.1 An update on the water leak on The Street was received, the District Council, Anglian Water and Environment Agency have all been contacted and can take no further action into a resolution. It was AGREED to write to all three houses within the complex, as the exact residence of the septic tank that is leaking is not known, to request that they please carry out the necessary repairs, as the water leaking is damaging the highway, and causing ice in the winter.
- 7.2 An update on the maintenance of the stream, further information and documents provided from Highways Boundaries, Cllr Peter Wilkinson to assist the Clerk to chase Breckland for a definitive proposal on who is responsible.
- 7.3 An update on the UKSMO paperwork and Cozens assistance, meeting scheduled with Clerk & Cozens to complete technical report template for UKSMO.
- 7.4 An update on the bus shelter roof repair, has been completed.
- 7.5 An update on the playing field grass-cutting schedule, Invoice 1 of 4: The first two cuts 03/04/25 & 17/04/25 @ a cost of £55.56 per cut = £111.12 + vat. Invoices 2/3/4 of 4: Remaining 13 cuts will be charged @ £113.00 + vat per cut = £452.00 +vat per Invoice as this will include the driveway and whole field.

8. Finance and Governance Matters

- 8.1 The End of Year bank reconciliation was received.

A	Bank Reconciliation at 31/03/2025			
	Cash in Hand 01/04/2024			9,994.26
	ADD			
	Receipts 01/04/2024 - 31/03/2025			48,753.25
				58,747.51
A	SUBTRACT			
	Payments 01/04/2024 - 31/03/2025			38,356.44
	Cash in Hand 31/03/2025 (per Cash Book)			20,391.07
B	Cash in hand per Bank Statements			
	Petty Cash	31/03/2025	0.00	
	Barclays Bank - 50823244	31/03/2025	0.00	
	unity bank - 20476258	31/03/2025	7,129.60	
	unity bank - 20483652	31/03/2025	14,564.82	
	Lloyds card	31/03/2025	251.35	
				21,945.77
	Less unrepresented payments			1,554.70
				20,391.07
	Plus unrepresented receipts			
B	Adjusted Bank Balance			20,391.07
A = B Checks out OK				

- 8.2 The Internal Audit report for 2024/25 was received it was AGREED that gov.uk emails should be used, all payments should be recorded in the minutes and S137 payments should also be identified in the minutes. The report is available on the council's website and via the Clerk.
- 8.3 The 2024/2025 Annual Governance and Accountability Return (AGAR) was received.
- 8.3.1 It was resolved to approve Section 1 of the AGAR the Annual Governance Statement.
- 8.3.2 It was resolved to approve Section 2 of the AGAR the Accounting Statement.
- 8.3.3 The publication of rights as 3 June to 14 July 2025 were noted.
- 8.3.4 The analysis of variances report was received.
- 8.4 The payments as presented was APPROVED, PROPOSED K Mcleod, seconded L TAYLOR. Income was noted.

PAYMENTS & RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
1	precept	08/05/2025	Precept 1st Installment	Receipt - precept payment	Breckland District Council	18,750.28	18,750.28
							18,750.28
7	Inland Revenue	08/05/2025	HMRC Month 1	Payment - hmrc	HMRC	-219.45	-219.45
							-219.45
6	Staff Salary payments	08/05/2025		Payment - wages		-655.04	-655.04
							-655.04
1	bus shelters	08/05/2025	Bus Shelter Roof Repairs	Payment - Bus Shelter Work	Shine 'n' Clean	-225.00	-225.00
							-225.00
2	Meeting Expenses/hall hire	08/05/2025	Hall Hire 13.3.25 & 14.3.25	Payment - hall hire	community centre	-45.00	-45.00
							-45.00
5	Meeting Expenses/hall hire	08/05/2025	Hall Hire April 25	Payment - hall hire	community centre	-40.00	-40.00
							-40.00
8	Local Govt Pension Scheme	08/05/2025	Month 1 payroll	Payment - pension contributions	norfolk pension fund	-237.12	-237.12
							-237.12
3	ico	08/05/2025	ICO annual subscription	Payment - ICO	Information Commissioner	-52.00	-52.00
							-52.00
4	bank charges	08/05/2025	Unity bank charge 30.4.25	Payment - bank charges	unity bank	-6.00	-6.00
							-6.00
9	grounds maintenance	08/05/2025	Inv 1 of 4	Payment - grounds maintenance	T T S R Limited	-111.12	-111.12
						-22.22	-133.34
							-133.34
10	audit	08/05/2025	Internal Audit	Payment - internal audit	Sonya Blythe	-130.00	-130.00
							-130.00
11	insurance	08/05/2025		Payment - Insurance	Hiscox Insurance Company	-1,558.44	-1,558.44
							-1,558.44
12	memberships & Subscriptions	08/05/2025	NALC subscription	Payment - NALC	Norfolk Association of Local Councils	-272.49	-272.49
							-272.49
13	electricity	08/05/2025	Pavilion Electric 9.3.25 - 8.4.25	Payment - pavilion electricity	eon next	-27.88	-27.88
						-1.39	-29.27
							-29.27

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9. Planning

9.1.1 Consultee responses to applications received from Breckland District Council prior to the meeting date, All applications are available to view online:

<https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=197402&language=en>

9.1.2 None received prior to agenda being published.

9.2 Notification of decisions taken by Breckland District Council:

9.2.1 None received prior to agenda being published.

9.3 An update on the High Grove Solar Farms & The Drove Solar Farms proposed projects was discussed it was AGREED to have an informal meeting at 6pm on 28th May to discuss the High Grove Consultation Response deadline 12th June. Contact Clerk for further details.

10. Village Matters

10.1 An update on current Community Payback project, no further actions at present.

11. Administrative Matters

11.1 The SAM2 data download is still in progress, both SAM2 devices are in working order and being managed by the volunteer.

11.2 It was agreed to include in the next Village magazine an article on the Car Boot and update on the footpath.

12. Highways and Footpaths.

12.1 No reports or updates.

13. Dates of next meetings.

13.1 Parish Council Meeting, Thursday 12th June 2025 7.00pm

13.2 Parish Council Meeting, Thursday 10th July 2025 7.00pm

13.3 Neighbourhood Development Plan Meeting - TBC

14. Matters for next agenda.

14.1 To receive quotes for cleaning of the bus shelter.

It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 during the following item due to the confidential nature.

15. Staffing

- 15.1 The Clerk's annual appraisal was carried out and the annual pay scale increase to SCP28 was APPROVED.
- 15.2 It was APPROVED to enrol Miss L Dawson into the LGPS pension scheme.

Meeting Closed: 8:58pm

Signed:

Dated: