

SPORLE WITH PALGRAVE PARISH COUNCIL



Minutes of the **Parish Council Meeting** held on Thursday 9th October 2025
in the Community Centre, Sporle with Palgrave at 7.00pm.

In attendance: Cllrs Maggie COUSINS (Chair), Helen DYE, Paul SMITH & Howard TAYLOR.

Members of the public: 3

Clerk: Miss L Dawson

1. Apologies for absence

Apologies were accepted for Cllrs Louise Taylor, Calvin Mcleod & Janis Bevan.

2. Declarations of interest

None.

3. Minutes

The minutes of the Parish Council meeting held on 11th September 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Form

4.1 District and County Councillors.

Apologies were received from District Cllr Peter Wilkinson, they sent a report on Emergency Planning and Flooding which was received and circulated, if you become aware of flooding in your ward and where there is risk of properties becoming flooded please ask residents to phone the Flooding One number – 0344 800 8020 or in non-emergency situations report online here: <https://www.norfolk.gov.uk/article/43916/Report-a-flood>

Also, information on Boost your Future, if you're aged 16 to 30 and live in Breckland, and not in education or employment, you can access FREE training, qualifications, and career support to take your next step. Sign up at www.breckland.gov.uk/boost.

4.2 Members of the public reported that there is an overgrown hedge on Sydney Dye Court, the owner is unknown, Clerk to investigate.

4.3 Police matters, none.

5. Updates on previous Matters

Reports on progress of items from the previous meetings and any further actions.

5.1 The solar light is still not working, Westcotec have been chased as within warranty.

5.2 A map of the length of stream Breckland maintain was circulated. It was AGREED to source quotes for maintenance of the stream on the village green, Cllr H Taylor to investigate clearing the stream South of the Breckland's boundary alongside Essex farm.

5.3 It was noted that the Parish Partnership Scheme application for 2026/2027 for village gateways on Southeracre Road and Dunham Road, application was sent 29/09/25, response expected March 2026.

5.4 It was noted that the new playground bench, has been ordered and local contractor to install.

5.5 To receive an update on the cow springer replacement part, in progress.

6. Finance and Governance Matters

Parish Clerk & RFO: Lolly Dawson

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- 6.1 The Notice of conclusion of audit from PKF Littlejohn, external auditors was received and published.
- 6.2 The Final External Auditors report was received and published and actions were noted "The AGAR was not accurately completed before submission for review:
• Section 2, Box 8 does not agree to the bank reconciliation. The figure in Box 8 should read £20,391 as unpresented cheques were incorrectly omitted from the bank reconciliation and from expenditure in Section 2. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR."
The Clerk has queried this with the internal auditor for further advice as the Council's accounting method is payment and receipts.
- 6.3 Section 3 of the AGAR External Auditors Report and Certificate was received and published.
- 6.4 An up-to-date bank reconciliation was received. See Annex A.
- 6.5 A budget expenditure report and accounts update was received. It was noted that there is playground expenditure available to spend, it was AGREED to source a quote for small piece of equipment approx. £1000.00. It was noted that the streetlight electricity is under budget due to the credits on the streetlight electricity, it was AGREED to use £4580.00 from streetlight upgrades, £2800.00 from streetlight maintenance and £2620.00 from streetlight electricity and put it towards upgrading streetlight brackets in need of replacement, and 3 of the most urgent concrete column upgrades to galvanised steel, at an approximate cost of £10,000. Finally, around £900.00 is available for village maintenance, to be donated to the Sporle Children's playing field charity to be used on the footpath between the church and recreation ground.
- 6.6 The payments as presented at the meeting were APPROVED and income noted. See Annex B.

7. Planning

- 7.1 Consultee response 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> none received.
- 7.2 Update from DG Arch & Breckland Council regarding Land West of The Street, open space requirements proposal, the contribution of approx. £21.5k is a one-off contribution to the ongoing maintenance of the space, should the application go ahead and the Parish Council choose to take on the 2530m2 of open play space.
- 7.3 Notification of decisions taken by Breckland District Council:
7.3.1 None received.
- 7.4 An update on the High Grove Solar Farms & The Drove Solar Farms proposed projects. The response to The Drovers Solar Farm targeted consultation was sent on 1 October 2025. No further information received.

8. Village Matters

- 8.1 A quote from Cozens for the streetlight improvements was received, replacement of 23 concrete columns to galvanised steel £1595.00 each, and 26 x steel bracket placements at £175.00 each, it was APPROVED to proceed with the replacement of 26 x brackets and 3 x concrete column replacements at a total cost of £9335.00. Clerk to source additional quotes for comparison.

9. Correspondence.

None.

10. Administrative Matters

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- 10.1 A SAM2 update was received, data is now being shared, 2.10.25 The Street No.5 85th percentile 29.4mph & The Street No.1 85th percentile 31.9mph so within acceptable limits.
- 10.2 Items for the next Village magazine, an article regarding bus service complaints process.

11. Highways and Footpaths.

- 11.1 It was noted that the missing street name plates on Newton Road and Sporle/Dunham Road have been reported as missing to Breckland, along with the damaged street name plate on North Pickenham Road.

12. Dates of next meetings.

- 12.1 Parish Council Meeting, Thursday 13th November 7.00pm

13. Matters for next agenda.

None.

Meeting Closed: 8:25pm

Signed:

Dated:

Annex A – Item 6.4 Bank Reconciliation.

A	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			21,945.77
	ADD Receipts 01/04/2025 - 30/09/2025			38,056.75
	SUBTRACT Payments 01/04/2025 - 30/09/2025			60,002.52
				15,237.83
	Cash in Hand 30/09/2025 (per Cash Book)			44,764.69
B	Cash in hand per Bank Statements			
	Petty Cash 30/09/2025	0.00		
	Barclays Bank - 50623244 30/09/2025	0.00		
	unity bank - 20476258 30/09/2025	31,033.18		
	unity bank - 20483652 30/09/2025	14,733.09		
	Lloyds card 30/09/2025	170.80		
				45,937.07
	Less unrepresented payments			1,172.38
				44,764.69
	Plus unrepresented receipts			
	Adjusted Bank Balance			44,764.69
A = B Checks out OK				

Annex B – Item 6.6 Payments List.

PAYMENTS APPROVED 9th OCTOBER 2025									
Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
RECEIPTS									
4	bank interest	30/09/2025	9/10/25	Bank Interest 30.9.25	Receipt - bank interest	unity bank	£ 83.08	£ -	£ 83.08
5	precept	26/09/2025	9/10/25	Precept 2nd Installment	Receipt - precept payment	unity bank	£ 18,750.28	£ -	£ 18,750.28
							£ 18,833.36	£ -	£ 18,833.36
PAYMENTS									
75	bank charges	04/08/2025	09/10/25	Lloyds Bank Fee 04/08/2025	Payment - bank charges	lloyds bank	-£ 3.00	£ -	-£ 3.00
76	bank charges	02/09/2025	09/10/25	Lloyds Fee 02/09/2025	Payment - bank charges	lloyds bank	-£ 3.00	£ -	-£ 3.00
80	Staff Salary payments	26/09/2025	09/10/25	Month 6 payroll	Payment - wages		-£ 757.67	£ -	-£ 757.67
80	office costs	26/09/2025	09/10/25	Month 6 payroll	Payment - wages		-£ 26.00	£ -	-£ 26.00
81	Inland Revenue	30/09/2025	09/10/25	HMRC Month 6	Payment - hmrc	HMRC	-£ 142.53	£ -	-£ 142.53
82	Local Govt Pension Scheme	30/09/2025	09/10/25	Pension Contributions Month 6	Payment - pension contribution	norfolk pension fund	-£ 246.18	£ -	-£ 246.18
83	electricity	09/09/2025	9/10/25	Pavilion Electric 9.8.25 - 8.9.25	Payment - pavilion electricity	on next	-£ 22.73	-£ 1.14	-£ 23.87
84	phone/i.t. costs	17/09/2025	9/10/25	NALC Website REJECTED	Payment - Website	Norfolk Association of Local Councils	£ 210.00	£ 42.00	£ 252.00
86	phone/i.t. costs	09/09/2025	9/10/25	Vodafone airtime dd 9/9/25 & han	Payment - mobile airtime cont	vodafone	-£ 9.48	-£ 1.89	-£ 11.37
86	phone/i.t. costs	09/09/2025	9/10/25	Vodafone airtime dd 9/9/25 & han	Payment - mobile airtime cont	vodafone	-£ 6.00	£ -	-£ 6.00
87	phone/i.t. costs	10/10/2025	9/10/25	Mobile airtime DD 10/10/25 & han	Payment - mobile airtime cont	vodafone	-£ 9.48	-£ 1.89	-£ 11.37
87	phone/i.t. costs	10/10/2025	9/10/25	Mobile airtime DD 10/10/25 & han	Payment - mobile airtime cont	vodafone	-£ 6.00	£ -	-£ 6.00
88	bank charges	02/10/2025	9/10/25	Lloyds Bank charge 2.10.25	Payment - bank charges	lloyds bank	-£ 3.00	£ -	-£ 3.00
89	audit	09/10/2025	09/10/2025	External Audit 24-25	Payment - audit	PKF Littlejohn	-£ 210.00	-£ 42.00	-£ 252.00
							-£ 1,235.07	-£ 4.92	-£ 1,239.99

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