

SPORLE WITH PALGRAVE PARISH COUNCIL



Minutes of the Sporle Parish Council Meeting held on Thursday 12th March 2026 in the Community Centre, Sporle with Palgrave at 7.00pm.

In attendance: Cllrs Janis Bevan (Chair), Paul Smith, Maggie Cousins, Howard Taylor & Calvin Mcleod.

Members of the public: 1, District Councillor Peter Wilkinson.

Clerk: Mrs L Cracknell

1. Apologies for absence

Apologies were accepted for Cllr Helen Dye due to alternative commitments.

2. Declarations of interest and requests for dispensations

None.

3. Minutes

The minutes of the Parish Council meeting held on 12th February 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

4. Public Form

4.1 Breckland District Councillor Peter Wilkinson reported that £5.95, £2.44 per month per Band D household increase in Council tax. Food waste collection is now compulsory that all, authorities' now collect food waste, postponed until September 2026, which is the reasoning for the small increase, the delay is due to vehicle delivery delays and caddies will be delivered to households over the next few months. Up to £1.5 million has been reserved for the Local Government Reorganisation process, at least £500,000 will be required. The Mental Health & Well-being grant is still available for organisations and community groups, community@breckland.gov.uk to discuss any grants.

County Councillor William Nunn, written report on the Annual Parish Assembly minutes.

4.2 Members of the public.
None in attendance.

5. Updates on previous Matters

5.1 Update on the solar light. Westcotec have confirmed that Cozens will remove and take to them when they come to do the upgrades, being chased.

5.2 The Parish Partnership Scheme application for 50% of the cost of Village Gateways to be placed at the entrances of the village on Southacre Road and Dunham Road was successful. Parish Contribution £3,500.00, Members Fund Contribution £3,500.00 & Norfolk County Council Contribution £7,000.00.

5.3 Update on the proposed trod to extend the footpath North of the village. Meeting scheduled with highways on 17th March 2026.

5.4 It was NOTED that the bench plaque has been purchased and needs fitting, Cllrs Calvin Mcleod & Paul Smith to fit, additional screws to be purchased at a cost of £5.29.

5.5 It was NOTED that Top Garden Services have been instructed to commence grass-cutting for 2026.

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- 5.6 Update on additional stream maintenance, NCC Highways have contacted landowners with responsibility for stream maintenance adjacent to their land. County Cllr William Nunn has proposed a meeting with NCC, Breckland and the Parish Council to determine the responsibility of the stream that runs through the two greens on The Street, one with the village sign and one with the old bus shelter and bench.
- 5.7 Update on the Streetlight Update works, have chased, awaiting date for works.
- 5.8 Update from highways regarding parking damage to Village Green, this project is likely not supported by NCC Highways. Bollards would have to be NCC spec. Would need to be a safety issue for support. It was AGREED to communicate there is a perceived safety concern due to emergency vehicles being unable to pass through the cars parked on both sides of the road during school pick-up and drop-off times. Cllr K Mcleod to source evidence and send to Clerk.
- 5.9 Update on community payback team, awaiting dates for works.

6. Finance and Governance Matters

- 6.1 An up-to-date bank reconciliation was received, see Annex A.
- 6.2 A budget expenditure report was circulated, and accounts update received.
It was NOTED that the Council is under its payments budget for streetlights as awaiting contractor to complete agreed works, and village maintenance as other agreed projects not yet being progressed including the footpath, playground equipment, noticeboard refurbishment, bench refurbishments, other payback projects awaiting on.
It was also NOTED that the Admin & training is under payments budget due to the Clerk digitising the systems this year, it was AGREED to purchase a new Parish Council laptop as this is now 6 years old, and the current laptop to be given to the SAM2 volunteer to download data.
- 6.3 The payments & income as presented at the meeting were APPROVED, proposed Cllr K Mcleod, seconded Cllr M Cousins, see Annex B. As previously agreed the recycling income will be donated to the Community Centre.

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>
- 7.1.1 None received.
- 7.2 Notification of decisions taken by Breckland District Council:
 - 7.2.1 None received.
- 7.3 Update on the High Grove Solar Farms & The Drove Solar Farms proposed projects, no further updates.

8. Correspondence

- 8.1 Great British Spring Clean, it was AGREED to sign up, sourced volunteers and request litter picking equipment from Breckland, ask where to remove of rubbish collected. Sunday 10th May litter pick.

9. Administrative Matters

- 9.1 Items for the next Village magazine. Litter-picking volunteers for 10th May 2026 advert. Chair & Financial Report from Annual Parish Assembly.
- 9.2 Update on 2026 events, next meeting.
- 9.3 Insurance pre-renewal questionnaire, circulated.

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- 9.4 The Standing Orders were reviewed and APPROVED.
- 9.5 The Financial Regulations were reviewed and APPROVED.
- 9.6 The IT Policy was considered and ADOPTED.
- 9.7 The Internal Control Policy was reviewed and APPROVED.
- 9.8 The Council Risk Assessment was reviewed and APPROVED.
- 9.9 The Asset Register was reviewed and APPROVED, councillors to send any further comments to Clerk.

10. Open Spaces

- 10.1 The quotes for the additional play equipment were RECEIVED.
 - 10.1.1 Cow springer replacement part, Cllr K Mcleod to investigate making one.
 - 10.1.2 Replacement swing sets, in progress, future project.
 - 10.1.3 New slide, Callo Quote was best value, 1.5m traditional slide £2,020.00 plus labour etc.. was APPROVED, subject to funding.
 - 10.1.4 Basketball tarmac skim & replacement hoop.
 - 10.1.5 Additional smaller piece of equipment, Caloo Whirl roundabout £1,920.00 plus labour etc.. was APPROVED, it was AGREED to get a quote for a balance beam and replacement springer from Caloo to go with this project.

11. Highways and Footpaths.

- 11.1 No reports received.

12. Dates of next meetings.

- 12.1 Thursday 9th April 2026, 7.00pm Parish Council meeting.
- 12.2 Thursday 14th May 2026, 7.00pm Annual Parish Council meeting.
- 12.3 Thursday 11th June 2026, 7.00pm Parish Council meeting.
- 12.4 Thursday 9th July 2026, 7.00pm Parish Council meeting.

13. Matters for next agenda.

Meeting Closed: 20:41

Signed:

Dated:

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Annex A, Item 6.1 Bank Reconciliation

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		21,945.77
	ADD Receipts 01/04/2025 - 28/02/2026		38,230.30
	SUBTRACT Payments 01/04/2025 - 28/02/2026		60,176.07
	Cash in Hand 28/02/2026 (per Cash Book)		22,079.72
38,096.35			
B	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Barclays Bank - 50823244 28/02/2026	0.00	
	unity bank - 20476258 28/02/2026	21,126.98	
	unity bank - 20483652 28/02/2026	14,814.28	
	Lloyds card 28/02/2026	155.80	
			36,097.06
	Less unrepresented payments		-1,999.29
			38,096.35
	Plus unrepresented receipts		
	Adjusted Bank Balance		38,096.35
A = B Checks out OK			

Annex B, Item 6.3 Payments

SPORLE PARISH COUNCIL - PAYMENTS & RECEIPTS 12/03/2026

Voucher	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
7	26/02/2026	12/03/2026	unity bank - 20476258	Recycling Reclaim	Receipt - recycling payment	Norfolk County Council	X	£ 92.36	£ -	£ 92.36
TOTAL RECEIPTS								92.36	0.00	92.36
166	24/02/2026	12/03/2026	unity bank - 20476258	Bench Plaque - Refund LD	Payment - village maintenance	Engraving Studios Limited	S	-£ 13.29	-£ 2.66	-£ 15.95
166	24/02/2026	12/03/2026	unity bank - 20476258	Bench Plaque - Refund LD	Payment - village maintenance	Engraving Studios Limited	Z	-£ 3.50	£ -	-£ 3.50
167	28/02/2026	12/03/2026	unity bank - 20476258	Month 11 payroll	Payment - wages		X	-£ 757.67	£ -	-£ 757.67
167	28/02/2026	12/03/2026	unity bank - 20476258	Month 11 payroll	Payment - wages		X	-£ 26.00	£ -	-£ 26.00
168	28/02/2026	12/03/2026	unity bank - 20476258	HMRC Month 11	Payment - hmrc	HMRC	X	-£ 142.53	£ -	-£ 142.53
169	28/02/2026	12/03/2026	unity bank - 20476258	Pension Month 11	Payment - pension contributions	norfolk pension fund	X	-£ 246.19	£ -	-£ 246.19
170	22/02/2026	12/03/2026	unity bank - 20476258	Bus Shelter Clean Jan & Feb	Payment - bus shelter cleaning	Shine 'n' Clean	X	-£ 35.00	£ -	-£ 35.00
170	22/02/2026	12/03/2026	unity bank - 20476258	Bus Shelter Clean Jan & Feb	Payment - bus shelter cleaning	Shine 'n' Clean	X	-£ 35.00	£ -	-£ 35.00
171	04/03/2026	12/03/2026	unity bank - 20476258	Streetlight Maintenance March/April/May 2026	Payment - streetlight maintenance	Cozens (UK) Ltd	S	-£ 50.00	-£ 10.00	-£ 60.00
172	10/02/2026	12/03/2026	unity bank - 20476258	Pavilion electric 9.1.26 - 8.2.26	Payment - pavilion electricity	e on next	L	-£ 23.82	-£ 1.19	-£ 25.01
173	20/02/2026	12/03/2026	unity bank - 20476258	Pavilion Water - 6.11.25 - 5.2.26	Payment - water for pavilion	wave water	Z	-£ 4.18	£ -	-£ 4.18
174	23/02/2026	12/03/2026	unity bank - 20476258	Streetlight Electric 1/1/26 - 31/1/26	Payment - streetlight electricity	SSE Southern Electric	L	-£ 174.65	-£ 8.73	-£ 183.38
175	28/02/2026	12/03/2026	unity bank - 20476258	Bank charges 28.02.26	Payment - bank charges	unity bank	X	-£ 6.00	£ -	-£ 6.00
176	03/02/2026	12/03/2026	Lloyds card	lloyds fee 02/02/2026	Payment - bank charges	lloyds bank	X	-£ 3.00	£ -	-£ 3.00
177	10/03/2026	12/03/2026	unity bank - 20476258	SAM2 repair	Payment - sam2 repair	westcotec	S	-£ 170.00	-£ 34.00	-£ 204.00
TOTAL PAYMENTS								£ 1,690.83	£ 56.58	£ 1,747.41

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