

SPORLE WITH PALGRAVE PARISH COUNCIL



1st April 2026

Dear Councillor,

You are summoned to attend the **Annual Parish Council Meeting** to be held on
Thursday 14th May 2026.

The meeting is to be held in the Community Centre, Sporle with Palgrave at 7.00pm.
Members of the Press and Public are cordially invited.

L. Cracknell

Lolly Cracknell
Parish Clerk & RFO

Annual Parish Council Meeting Agenda

- 1. To elect a Chair**
- 2. To elect a Vice Chair**
- 3. Apologies for absence**
- 4. To consider any applications for the co-option of a Parish Councillor.**
- 5. Declarations of interest and approve any requests for dispensations**

6. Minutes

To approve the minutes of the Parish Council meeting held on 9th April 2026.

7. Public Form

- 7.1 Breckland District Councillor Peter Wilkinson.
- 7.2 Members of the public.

8. Updates on previous Matters

To receive reports on progress of items not on the agenda from the previous meetings and consider any further actions.

- 8.1 To receive an update on the new laptop.
- 8.2 To receive an update on the streetlight works.
- 8.3 To note an update on the solar light.
- 8.4 To note the plaque has been installed on the new bench at the playground.
- 8.5 Update on stream meeting held on 10th April 2026.
- 8.6 To receive update regarding parking damage to Village Green.
- 8.7 Update on community payback team.
 - 8.7.1 To consider noticeboard improvements.
- 8.8 To receive an update on funding for the additional play equipment.
 - 8.8.1 To note that Waitrose & Tesco have been contacted for funding opportunities, along with £1500.00 budgeted for playground equipment.

Parish Clerk & RFO: Lolly Cracknell

Postal Address: 16 Harvey Street, Watton, Thetford, IP25 EH

Telephone: 07552116126

Email: clerk@sporle-pc.gov.uk

9. Finance and Governance Matters

- 9.1 To receive an up-to-date bank reconciliation & EOY Bank Reconciliation.
- 9.2 To receive a budget expenditure report and accounts update, to 31.3.26.
- 9.3 To receive the Internal Auditors Report for 2025/2026 and agree any actions.
 - 9.3.1 VAT return not processed during 2025/2026. To note that the VAT Returns for 24/25 and 25/26 were processed on 8th April 2026.
 - 9.3.2 Privacy Notice noted that it held the wrong contact information, to be reviewed under Item 11.
- 9.4 To receive the AGAR and agree the following:
 - 9.4.1 To resolve to approve Section 1 of the AGAR the Annual Governance Statement, and sign.
 - 9.4.2 To resolve to approve Section 2 of the AGAR the Accounting Statement, and sign.
 - 9.4.3 To note the publication of rights as 3th June to 14th July 2026, to be published on website and noticeboard no later than 1st June 2026.
 - 9.4.4 To receive the analysis of variances report.
- 9.5 To agree payments as presented at the meeting, and note income.
- 9.6 To nominate a Councillor to review the Cashbook, payments, receipts and bank reconciliations quarterly.

10. Planning

- 10.1 To consider 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>
 - 10.1.1
- 10.2 To receive notification of decisions taken by Breckland District Council:
 - 10.2.1 None received prior to agenda being published.
- 10.3 To receive an update on the High Grove Solar Farms & The Drove Solar Farms proposed projects.

11. Administrative Matters

- 11.1 To consider the quote for £280.47 for the Annual Norfolk ALC and National ALC membership.
- 11.2 To consider the insurance renewal quote of £1,584.96.
- 11.3 To review and approve the Co-option policy & application form.
- 11.4 To consider and approve the Privacy Statement.
- 11.5 To review and approve the Data Protection Policy.
- 11.6 To consider items for the next Village magazine.

12. Neighbourhood Development Plan

- 12.1 To receive the meeting notes from 10th April and 8th May 2026.
- 12.2 To formally approve the drafted Neighbourhood Development Plan and Regulation 14 consultation process.
- 12.3 To note that the NDP steering group have concluded not to allocate sites at the present time, £10,000 has been budgeted in 26/27 for assessments required for the process. Council to consider alternative spend.

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13. Highways and Footpaths.

- 13.1 To receive any reports or updates.

14. Dates of next meetings.

- 14.1 Thursday 11th June 2026, 7.00pm Parish Council meeting, to consider this date, Clerk on Annual leave returning 12th June 2026.
- 14.2 Thursday 9th July 2026, 7.00pm Parish Council meeting.
- 14.3 Thursday 10th September 2026, 7.00pm Parish Council meeting.

15. Matters for next agenda.

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