SPORLE WITH PALGRAVE PARISH COUNCIL

Minutes of the **Annual Parish Council Meeting** held on Thursday 14th May 2026.
The meeting is to be held in the Community Centre, Sporle with Palgrave at 7.00pm.

In attendance: Cllrs Paul Smith, Cllr Janis Bevan (Chair), Helen Dye, Helen Palmer, Maggie Cousins & Howard Taylor.
Members of the public: 2, including County Councillor Jayden Lister
Clerk: Mrs Lolly Cracknell

1. **Elect a Chair**
   It was RESOLVED to elect Janis Bevan for the position of Chair and a declaration of acceptance was signed.

2. **Elect a Vice Chair**
   It was RESOLVED to elect Maggie Cousins for the position of Vice Chair and a declaration of acceptance was signed.

3. **Apologies for absence**
   Apologies were sent from District Councillor Peter Wilkinson.
4. **++**
   Apologies were accepted for Cllr Kalvin Mcleod.

5. **Applications for the co-option of a Parish Councillor**
   It was RESOLVED to co-opt Helen Palmer as a Parish Councillor and a declaration of acceptance was signed.

6. **Declarations of interest**
   None.

7. **Minutes**
   The minutes of the Parish Council meeting held on 9th April 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

8. **Public Form**
   8.1 Breckland District Councillor Peter Wilkinson sent his apologies.
   8.2 Members of the public. County Councillor Jayden Lister provided an introduction, and reported he wants to work closely with Parish Councils and residents, he grew up for a time in Sporle so knows the local area and is excited for his new role.

9. **Updates on previous Matters**
   Reports on progress of items not on the agenda from the previous meetings and consider any further actions.

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9.1 Update on the new laptop, this has been purchased and needs setting up, the old laptop will be reset and set-up for the SAM2 volunteer to use.

9.2 Update on the streetlight works, completed, awaiting invoice.

9.3 Update on the solar light, a fault has been found and is being repaired by the manufacturers.

9.4 It was noted that the plaque has been installed on the new bench at the playground.

9.5 Update on stream meeting held on 10th April 2026, no further updates.

9.6 Update regarding parking damage to Village Green, awaiting photos of road being blocked to determine if there is a safety issue.

9.7 Update on community payback team, lots of work has been completed at the meadow and recreation ground, awaiting on a site visit to discuss the footpath, church have been contacted to work cohesively, it was confirmed that the £300.00 budgeted to be spent on church footpath to supply materials.

9.7.1 To consider noticeboard improvements, next meeting.

9.8 Update on funding for the additional play equipment.

9.8.1 It was NOTED that Waitrose & Tesco have been contacted for funding opportunities, along with £1500.00 budgeted for playground equipment.

10. Finance and Governance Matters

10.1 Up-to-date bank reconciliation & EOY Bank Reconciliation was received.

10.2 A budget expenditure report and accounts update, to 31.3.26 was received.

10.3 The Internal Auditors Report for 2025/2026 was received.

10.3.1 VAT return not processed during 2025/2026, it was noted that the VAT Returns for 24/25 and 25/26 were processed on 8th April 2026.

10.3.2 Privacy Notice noted that it held the wrong contact information, to be reviewed under Item 11.

10.4 The AGAR and agree the following:

10.4.1 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement and it was signed.

10.4.2 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement and it was signed.

10.4.3 The publication of rights was confirmed to be 3rd June to 14th July 2026, it will be published on the website and noticeboard no later than 1st June 2026.

10.4.4 The analysis of variances report was RECIEVED.

10.5 The payments as presented at the meeting were APPROVED, PROPOSED Cllr P Smith, seconded Cllr J Bevan.

10.6 It was AGREED to nominate Cllr M Cousins & Cllr P Smith to review the Cashbook, payments, receipts and bank reconciliations quarterly.

11. Planning

11.1 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

11.1.1 None received.

11.2 Notification of decisions taken by Breckland District Council:

11.2.1 None received.

11.3 Update on the High Grove Solar Farms & The Drove Solar Farms proposed projects was circulated.

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12. Administrative Matters

12.1 The quote for £280.47 for the Annual Norfolk ALC and National ALC membership was not approved.
12.2 The insurance renewal quote of £1,584.96 was APPROVED.
12.3 The Co-option policy & application form was APPROVED.
12.4 The Privacy Statement was APPROVED.
12.5 The Data Protection Policy was APPROVED.
12.6 Items for the next Village magazine. Article about the successful Litter Pick it was AGREED to organise another on Sunday 19th July 2026. Share website: One.network. for roadworks updates.

13. Neighbourhood Development Plan

13.1 The meeting notes from 10th April and 8th May 2026 were circulated.
13.2 The drafted Neighbourhood Development Plan and Regulation 14 consultation process was APPROVED.
13.3 It was NOTED 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. It was AGREED to vire the £10,000 to the playground equipment refurbishment project.

14. Highways and Footpaths.

14.1 To receive any reports or updates, none received.

15. Dates of next meetings.

15.1 Thursday 11th June 2026, 7.00pm Parish Council meeting was CANCELLED and it was AGREED to move to 25th June 2026.
15.2 Thursday 9th July 2026, 7.00pm Parish Council meeting was CANCELLED and it was AGREED to move to Thursday 13th August 2026.
15.3 Thursday 10th September 2026, 7.00pm Parish Council meeting, CONFIRMED.

16. Items for next agenda.

16.1 To consider next litter pick on 19th July 2026, and purchases more equipment.

Meeting Closed: 20:02

Signed: Dated:

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Item 9.1 Bank Reconciliation

	Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026			36,439.84
	ADD Receipts 01/04/2026 - 30/04/2026			29,558.64
				65,998.48
	SUBTRACT Payments 01/04/2026 - 30/04/2026			6,841.74
A	**Cash in Hand 30/04/2026** (per Cash Book)			**59,156.74**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2026	0.00	
	Barclays Bank - 50823244	30/04/2026	0.00	
	unity bank - 20476258	30/04/2026	44,707.34	
	unity bank - 20483652	30/04/2026	14,890.69	
	Lloyds card	30/04/2026	149.80	
				59,747.83
	Less unpresented payments			591.09
				59,156.74
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**59,156.74**
	A = B Checks out OK			

Item 9.5 Payments & Receipts approved

Voucher	Code	Payment Ref.	Supplier	VAT Type	Net	VAT	Total
1	precept	Precept 1st Installment	Breckland District Council	X	£ 24,782.43	£ -	£ 24,782.43
2	vat	2025/2026 VAT126 Return	HMRC	R	£ -	£ 744.96	£ 744.96
3	vat	VAT126 Return 2024/2025	HMRC	R	£ -	£ 4,031.25	£ 4,031.25
			TOTAL RECEIPTS		**£ 24,782.43**	**£ 4,776.21**	**£ 29,558.64**
4	phone/i.t. costs	Vodafone Airtime DD 9.4.26	vodafone	S	-£ 11.15	-£ 2.23	-£ 13.38
5	streetlights - electricity	Streetlight Electric 1.3.26 - 31.3.26	SSE Southern Electric	L	-£ 144.85	-£ 7.24	-£ 152.09
6	audit	Internal Audit	Sonya Blythe	X	-£ 130.00	£ -	-£ 130.00
7	play area expenditure	Face Masks	Apex Business Supplies Limited	S	-£ 14.99	-£ 3.00	-£ 17.99
8	wildlife meadow	2-stroke for meadow clearence	Amazon EU S.e.r.l., UK Branch	S	-£ 7.12	-£ 1.42	-£ 8.54
9	misc village maintenance	Sandpaper - bench & metal painting	shenzhenshi longgangqu ruixiangyi e-commerce firm	S	-£ 14.22	-£ 2.85	-£ 17.07
10	play area expenditure	Lead Test - Metal paint	Amazon EU S.e.r.l., UK Branch	S	-£ 9.17	-£ 1.84	-£ 11.01
11	misc village maintenance	Sanding Blocks - bench & pay area	Amazon EU S.e.r.l., UK Branch	S	-£ 7.91	-£ 1.58	-£ 9.49
12	misc village maintenance	Bench furniture Oil	Wood Finishes Direct Limited	S	-£ 13.24	-£ 2.65	-£ 15.89
13	play area expenditure	Red Metal Paint	Marketing Logistics Group Limited	S	-£ 17.58	-£ 3.52	-£ 21.10
14	meeting costs	NDP Meeting 10.4.26 CCP fee	Collective Community Planning	S	-£ 300.00	-£ 60.00	-£ 360.00
15	Staff Salary payments	Month 1 Payroll	[redacted]	X	-£ 757.87	£ -	-£ 757.87
15	office costs	Month 1 Payroll		X	-£ 26.00	£ -	-£ 26.00
16	Inland Revenue	HMRC PAYE Month 1	HMRC	X	-£ 142.33	£ -	-£ 142.33
17	Local Govt Pension Scheme	Pension Contributions Month 1	norfolk pension fund	X	-£ 219.81	£ -	-£ 219.81
18	ico	ICO annual subscription	Information Commissioner	X	-£ 47.00	£ -	-£ 47.00
19	electricity	Pavilion electric 9.3.26 - 8.4.26	e on next	L	-£ 23.03	-£ 1.15	-£ 24.18
20	bank charges	Bank Charges 30.04.25	unity bank	X	-£ 7.00	£ -	-£ 7.00
21	Meeting Expenses/hall hire	Hall Hire 9/4/26	community centre	X	-£ 22.00	£ -	-£ 22.00
22	pavilion	Pav water 6.2.26 - 5.5.26	wave water	Z	-£ 18.23	£ -	-£ 18.23
23	bank charges	Lloyds card fee 2/4/26	lloyds bank	X	-£ 3.00	£ -	-£ 3.00
24	Staff Salary payments	Month 2 Payroll	[redacted]	X	-£ 851.67	£ -	-£ 851.67
24	office costs	Month 2 Payroll		X	-£ 26.00	£ -	-£ 26.00
25	Local Govt Pension Scheme	Pension Contributions Month 2	norfolk pension fund	X	-£ 219.81	£ -	-£ 219.81
26	Inland Revenue	Month 2 PAYE HMRC	HMRC	X	-£ 48.53	£ -	-£ 48.53
27	electricity	Pavilion Electric 9.4.26 - 8.5.26	e on next	L	-£ 22.50	-£ 1.12	-£ 23.62
28	playground grasscutting	Grass-Cutting 2/12	Top Garden Services	S	-£ 145.00	-£ 29.00	-£ 174.00
29	playground grasscutting	Grass-Cutting 1/12	Top Garden Services	S	-£ 145.00	-£ 29.00	-£ 174.00
			TOTAL PAYMENTS		**-£ 3,395.01**	**-£ 146.60**	**-£ 3,541.61**

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