

# SPARHAM PARISH COUNCIL

**The Annual Meeting of the Parish Council will be held on Tuesday 9<sup>th</sup> May 2023, following the Annual Parish Meeting which commences at 7.30pm, in the Old School Room.**

*Sparham Parish Council welcomes the public and press to its meetings.  
You may address the Council during the public participation session  
but standing orders do not allow you to join in the debates.*

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## AGENDA

1. Election of Chairman and signing of the Declaration of Acceptance of Office.
2. Election of Vice-Chairman and signing of the Declaration of Acceptance of Office.
3. Welcome and apologies for absence.
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 14<sup>th</sup> February 2023.
6. To consider the co-option of a new member to fill the one Council vacancy.
7. To consider adopting the General Power of Competence.
8. County & District Councillor Reports.
9. Meeting open for public participation.
10. Planning issues:
  - a) Applications for consideration.
    - Any applications received following the publication of the agenda.  
(<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
  - b) Decisions to note.
11. Highway & Footpath issues.
  - a) To receive an update in respect of the request for a bus stop at Sparham Hill (with C/Cllr Borrett)
  - b) To receive an update regarding speeding issues and the need for a reduction in the speed limit.
  - c) To receive an update regarding the Church Lane flooding drainage scheme.
  - d) To receive an update regarding any new highway issues.

12. The Village Green
  - a) To receive an update regarding the wildflower project.
  - b) To receive an update regarding the request to install a memorial bench.
  - c) To receive an update regarding planting a Queen Elizabeth II Memorial Orchard.
  - d) To receive an update regarding a Village Bonfire Party on the Green.
  - e) To receive an update regarding the grass cutting contract.
  - f) To consider any new issues relating to the Village Green.
  
13. To receive an update regarding works to the Sparham Phone Box.
  
14. To receive an update regarding the village defibrillator.
  
15. To consider a request from the Hill & Vale regarding public transport information.
  
16. Finance & Governance Matters
  - a) To receive a financial report for the years ending 31<sup>st</sup> March 2023 and 31<sup>st</sup> March 2024.
  - b) To receive the internal auditors report and consider any recommendations.
  - c) To approve the annual governance statement in the 2022-23 Annual Return.
  - d) To approve the Statement of Accounts in the 2022-23 Annual Return.
  - e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
  - f) To receive an update regarding the Council Insurance renewal.
  - g) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing issue – to approve the incremental salary increase.
  - h) To authorise financial payments as set out below and note any receipts.

Ref	Payee	Amount
PAYMENTS		
P1	Clerk (Salary & Allowance) April	£TBC (SO)
P1	HMRC PAYE	£TBC
P2	Clerk (Salary & Allowance) May	£TBC (SO)
P2	HMRC PAYE	£TBC
P3	Norfolk Parish Training & Support Subscription	£65.00
P4	Donation to PCC for grass cutting	£578.00
P5	Donation to Hill & Vale	£103.00
P6	Brisley PC (Clerk Training – FOI)	£6.86
P7	Internal Auditor	£35.00
P8	Insurance Renewal (year 2 of 3, 20% increase)	£624.59*
P9	Wildflower Project (reimbursement to Clerk)	£119.54*
*, (SO), or (DD) indicates payment has been made		
RECEIPTS		
R1	Precept (1 of 2)	£3,250
R2	HMRC PAYE Refund 2022/23	£37.60

17. Correspondence for circulation

*(anything received after the agenda has been published will be circulated at the meeting)*

- Royal Norfolk Show Community Champions Tribute

18. To receive any new items for the next agenda.

19. To note the next meeting of the Parish Council will be held on Tuesday 12<sup>th</sup> September 2023 in the Old School Room.

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Sheryl Irving  
Clerk to the Council  
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Tuesday 2<sup>nd</sup> May 2023