

SPARHAM PARISH COUNCIL

Minutes of a meeting of the Parish Council held at 7.30pm on Wednesday 28th September 2022 in St Mary Church, Sparham.

Present: Cllr Adam Pryke (Chair)
Cllr Charles Sayer
Cllr David Chapman
Cllr David Sayer

One Member of the Public
Sheryl Irving (Clerk)

A Minute's Silence was held to honour the late Queen Elizabeth II.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr McConnell were approved.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 10th May 2022.

Cllr Pryke proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Chapman and unanimously agreed by Council. The Chairman duly signed the minutes.

4. County & District Councillor Reports.

In the absence of any County or District Councillors, there was no report.

5. Meeting open for public participation.

A member of the public requested advice regarding a drainage issue on Church Lane. Cllr Sayer will meet with the member of the public and advise.

The member of the public also asked if the Sparham Well could be restored, or if there were any plans to do so. The Chairman reported that no plans or funding was in place and Council approved the request for the member of the public to research any grant funding etc which could be available to restore it.

6. Planning issues:

a) Applications for consideration.

There were no applications for consideration.

b) Decisions to note.

Council noted the following applications had been approved.

- 3PL/2022/0526/LB – 2 Church Farm Barns, Well Lane – replacement windows.
- 3PL/2022/0601/HOU – The Old Green Man, Main Road - construction of timber outbuilding to house swimming pool (retrospective).
- 3PL/2022/0602/HOU – The Old Green Man, Main Road - construction of timber log store.
- 3PL/2022/0747/HOU - Gable House, Whitwell Road - proposed Cart Lodge to the front of the dwellinghouse.

7. Highway & Footpath issues.

a) To receive an update in respect of the request for a bus stop at Sparham Hill, connecting footpaths, and a reduction in the speed limit.

Council noted that mobile speed cameras had been successfully deployed in the village, however, the installation of the speed traps was still awaited and this is being chased up.

b) To receive an update regarding the Church Lane flooding drainage scheme.

Council noted that an update from Norfolk County Council had been received and, because of the Great Crested Newts resident in the pond, the scheme has now been deferred for a year and will now likely take place between 1st November 2023 and 31st January 2024.

c) To consider any action regarding litter at the bridge on the Lyng Road.

Cllr Sayer felt that any bin installed on Sparham land would be subject to vandalism and Council agreed not to proceed. However, they would be happy to support initiatives by Lyng Parish Council to reduce litter in the area.

d) To notify any new highway issues.

There were no new highway issues raised.

8. The Village Green

a) To receive an update regarding the wildflower project and applications for grant funding.

A report from Cllr McConnell regarding the project informed Council of a successful, additional grant of £1,500 to continue the project. The report also outlined management plans for autumn and winter. Cllr Pryke proposed approval of the costings outlined in the report – a total of £1,164 for seeds, and £180 for wildlife improvements, this was seconded by Cllr Chapman and unanimously agreed by Council.

b) To consider any new issues relating to the Village Green.

The Oak tree on the Green requires some attention and Cllrs Sayer and Pryke volunteered to have a tidy and lift the canopy as necessary.

It was noted that a wayleave payment was due to Council in respect of the pole on the Green and Cllr David Sayer will deal with this matter.

A request from a resident, who is holding a party in the Old School Room, to possibly use the Green, if weather permits, was received. Council approved this request.

9. To receive an update regarding the works to the Sparham Phone Box.

No update was available in respect of the Phone Box although Council noted it was being well used for recycling purposes.

10. To receive an update regarding the grant application for a village defibrillator.

Cllr Pryke proposed approval of a £1,000 spend for a village defibrillator, this had been set aside as a reserve fund for this purpose. This was seconded by Cllr Chapman and unanimously agreed by Council.

11. To receive a report regarding the parish council commemoration to mark the Queens Platinum Jubilee and consider any further memorial following her death.

The Chairman reported that the Jubilee event had been a great success and well attended.

In respect of a memorial for the late Queen Elizabeth II, a Memorial Orchard on the Village Green will be considered.

12. To receive an update regarding land at Sparham Pools.

Council noted Breckland had confirmed that no changes were likely to be made going forward in respect of public access and, that being the case, agreed to remove this item from the agenda.

13. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted.

b) To appoint an internal auditor for the year ending 31st March 2023.

Cllr Pryke proposed that Mrs Dann be appointed as internal auditor at a cost of £35, this was seconded by Cllr Charles Sayer and unanimously agreed by Council.

c) To consider the option to opt out of the SAAA central external auditor appointment arrangements.

Council agreed not to opt out of the exiting arrangements.

d) To consider approval of dual authorisation for online bank payment.

Cllr Pryke proposed approval of dual authorisation for online payments, this was seconded by Cllr Charles Sayer and unanimously agreed by Council. Council noted that the Clerk would continue to hold a debit card, with single authorisation, on behalf of the Council. Financial Regulations will be amended accordingly.

e) To consider a monthly standing order for salary and office allowance payments.

Cllr Pryke proposed approval of a monthly standing order for salary and office allowance payments, this was seconded by Cllr Charles Sayer and unanimously agreed by Council. The contract of employment will be amended accordingly.

f) To receive a report regarding the professional valuation of the Old School Room.

Council considered three quotes for a valuation of the Old School Room for insurance purposes and Cllr Pryke proposed approval of a quote of £125 for a desk-based assessment. This was seconded by Cllr Chapman and unanimously agreed by Council.

g) To receive an update regarding Hill & Vale magazine funding.

Council considered a request from the Hill & Vale magazine for an annual donation of £103 and Cllr Pryke proposed that this be approved. This was seconded by Cllr Charles Sayer and unanimously agreed by Council.

h) To authorise financial payments as set out below:

Cllr Pryke proposed that the following payments be approved, this was seconded by Cllr Charles Sayer and unanimously agreed by Council.

| | |
|---|---------------|
| • Clerk (Salary & Allowance: July – Sept) | £271.59 |
| • Grass Contractor (May) | £80.00 (paid) |
| • Grass Contractor (June) | £80.00 (paid) |
| • Grass Contractor (July) | £80.00 (paid) |
| • Internal Audit | £35.00 (paid) |
| • Donation to PCC for grass cutting | £525.00 |

14. Correspondence for circulation

Council considered the following correspondence and no action was required.

- Invitation to Bid for Parish Partnership 2023/24.
- Breckland Local Plan (Partial Review) Regulation 19 Consultation
- The Hedgehog Highway Project Enquiry

Cllr David Sayer referred Council to the ongoing consultation in respect of the Western Link and detailed the proposed route. Although Council are in favour of a link road, the proposed bridge is not suitable and an alternative route is preferred. Council encourages local residents to have a look at the consultation which is available on the Norfolk County Council website and submit their views.

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

There were no new items for the next agenda.

16. To note the next meeting of the Parish Council will be held on Tuesday 8th November 2022, at 7.30pm in the Old School Room.

Council noted the date of the next meeting and the Chairman close the meeting at 8.47pm.

Signed: _____

Date: _____

**SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023
FINANCIAL REPORT - SEPTEMBER 2022**

**includes payments as listed on the agenda*

| BUDGET UPDATE | Budget | To date | % |
|------------------------|----------------|----------------|-----------------|
| | 2022/23 | | |
| PAYMENTS* | | | Paid |
| Admin | 1,267 | 710.81 | 56% |
| Salary | 990 | 483.18 | 49% |
| Open Spaces | 560 | 320.00 | 57% |
| Permissive Pathway | 160 | 0.00 | 0% |
| Bus Shelter | 50 | 0.00 | 0% |
| Phone Box | - | 0.00 | 0% |
| Donations | 625 | 525.00 | 84% |
| TOTAL | 3,652 | 2038.99 | 56% |
| WILDFLOWER PROJECT | 500 | 338 | |
| DEFIBRILLATOR | 1,000 | 0 | |
| | | | |
| RECEIPTS | | | Received |
| Precept | 6,000 | 3000.00 | 50% |
| Admin | 150 | 0.00 | 0% |
| Bank Interest | - | 0.73 | |
| Grants | - | 0.00 | |
| TOTAL | 6,150 | 3000.73 | 49% |
| | | | |
| SURPLUS/DEFICIT | 2498.00 | 961.74 | |

| | |
|-----------------------------------|------------------|
| Balance as at 01.04.2022 | 8630.41 |
| Less Payments @ 30.08.2022 | 1,580.40 |
| Plus Receipts @ 30.08.2022 | 3,049.90 |
| TOTAL | 10,099.91 |
| Balance as at 30.08.2022 | |
| Current Account | 334.46 |
| Business Account | 9,765.45 |
| TOTAL | 10,099.91 |
| Including the following reserves: | |
| Village Green Project | 162.00 |
| Wall Repairs | 3,183.00 |
| Defibrillator | 1,000.00 |
| GENERAL RESERVE | 5,754.91 |

Admin Budget 2022/23

| Payments | Budget | Paid to date | Receipts | Budget | R'cvd to date |
|----------------------|-------------|--------------|--------------|------------|---------------|
| Insurance | 625 | 521 | OSR | 150 | |
| Website | 92 | | TOTAL | 150 | 0 |
| ICO | 35 | 35 | | | |
| Office Allowance | 120 | 60 | | | |
| Audits | 235 | 35 | | | |
| Training | 80 | | | | |
| SLCC/NPTS Membership | 70 | 60 | | | |
| Stationery etc | 10 | | | | |
| Elections/Legal | 0 | | | | |
| TOTAL | 1267 | 711 | | | |