

SPARHAM PARISH COUNCIL

Minutes of a meeting held at 8.23pm on Tuesday 7th May 2019 in the Old School Room.

Present: Cllr Tony Bolderston
Cllr David Sayer
Cllr Leona McConnell

District Cllr Gordon Bambridge
Sheryl Irving (Clerk)

Two members of the public

In the absence of the Chairman, the Vice-Chairman, Cllr Bolderston took the Chair.

1. Election of Chairman and signing of declaration of office.

Cllr Sayer proposed that Cllr Pryke be elected Chairman, Cllr Pryke having previously agreed to continue if so wished. This was seconded by Cllr Bolderston and agreed by Council. Cllr Pryke was duly elected Chairman.

2. Election of Vice Chairman and signing of declaration of office.

Cllr McConnell proposed that Cllr Bolderston be elected Vice-Chairman, this was seconded by Cllr Sayer. Cllr Bolderston was duly elected Vice-Chairman and signed his declaration of office.

3. Welcome and apologies for absence.

Apologies were received from Cllr Pryke and Cllr Charles Sayer.

4. To receive any declarations of interest.

There were no interests declared.

5. To approve the minutes of the meeting held on Tuesday 12th March 2019.

Cllr McConnell proposed that the minutes be accepted as a true record, this was seconded by Cllr Bolderston and agreed by Council. The minutes were duly signed by the Chair.

6. County & District Councillor Reports.

D/Cllr Bambridge had given a report at the Annual Parish Meeting, held prior to the Annual Council Meeting.

7. Meeting open for public participation.

There were no matters raised by members of the public.

8. To discuss planning issues:

a) Applications for consideration.

There were no new applications to consider.

b) Decisions to note.

- 3PL/2019/0016/CU - Change of use of land for domestic leisure purposes for the use of family and friends, land adjacent to Wensum Lodge, Lyng Road, Sparham – it was noted that no decision had yet been made in respect of this application.

9. To consider any Highway issues.

There were no new highways issues raised.

10. To consider approval of the Permissive Access Path Agreement.

This item was deferred to the next meeting as the joint signatories to the agreement, Lyng Parish Council, had not reached a decision due to the current absence of a council.

11. To receive an update in respect of the Village Green.

Cllr Bolderston reported that the new grass contractor had made an excellent job of the green and the churchyard, the grass had been left a little longer as requested and a conservation area had been left in the churchyard.

12. To receive an update in respect of the Land Registry application.

In the absence of the Cllr Pryke, there was nothing to report.

13. To receive an update in respect of Grass Cutting.

This item had been discussed at item 11. above. In addition, the Chairman reported that a local resident was now cutting the area around the post box for which Council were grateful.

14. To consider any tree maintenance.

It was reported that the PCC had arranged for some maintenance to the trees to the front of the church and this had been carried out.

15. To receive an update in respect of the bus shelter.

Cllr Bolderston reported that a match funding grant of up to £2,500 had been awarded by Breckland. A County Council furniture licence had been obtained, which dealt with the site issues, however, an additional £500 may be required for traffic measures on the day of installation.

Cllr McConnell proposed that Council approve spending of up to £3,000, this was seconded by Cllr Bolderston and agreed by Council.

Cllr Bolderston will make arrangements for the installation and also check any maintenance requirements for the future.

A query was raised regarding illuminating the reserve bus stops which were difficult to see at night and this will be raised with Highways.

16. To consider any works to the Sparham Phone Box.

In the absence of Cllr Pryke there was nothing to report, however, Cllr McConnell agreed to research grants etc to obtain a defibrillator for the box.

17. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2019 & 31st March 2020.

The reports in respect of both years were noted and there were no questions.

b) To receive the internal auditors report and consider any recommendations.

The internal auditors report was noted, there were no recommendations for the future as everything was in good order.

c) To approve the annual governance statement in the 2018-19 Annual Return.

Cllr Bolderston proposed approval of the annual governance statement, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the annual governance statement.

d) To approve the Statement of Accounts in the 2018-19 Annual Return.

Cllr Sayer proposed approval of the Statement of Accounts, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the statement of accounts.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Bolderston proposed approval of the certificate of exemption from a limited assurance review, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the certificate of exemption.

f) To consider approval of the Clerk's annual incremental pay increase.

Cllr Bolderston proposed approval of the Clerk's annual incremental pay increase, this was seconded by Cllr McConnell and agreed by Council.

g) To consider any training requirements.

Cllr McConnell proposed approval of training requirements requested by councillors, at a cost of £130, this was seconded by Cllr Bolderston and agreed by Council.

h) To review the Sparham Pools Car Parking Fee.

It was agreed there was no need to increase the parking fee, as it had been increased by £10 in 2018.

i) To consider direct debit payment to ICO.

Cllr Bolderston proposed approval of a direct debit payment to the ICO (Data Protection Registration), this was seconded by Cllr Sayer and agreed by Council. This will result in an annual saving of £5, however, it was too late for this registration this year.

j) To authorise financial payments as set out below:

Cllr Bolderston proposed approval of the following payments, this was seconded by Cllr McConnell and agreed by Council.

• Clerk (Salary Mar-May/Allowance	£236.13
• Website Annual Renewal	£71.86
• ICO – Data Protection Renewal	£40.00
• Internal Auditor	£25.00
• Grass Contractor	£70.00

18. Correspondence for circulation

The following correspondence was noted by Council.

- George Freeman MP – A proper plan for bringing electricity from offshore wind farms to the National Grid.
- Fly the Red Ensign for Merchant Navy Day (Note: Sparham does not have a flag pole).
- Police Parish Newsletter – April edition.
- Environment Agency – Work on the River Wensum.
- Homes England Consultation.

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

There were no new items received for the next agenda.

20. To note the meeting dates for the forthcoming year.

The following meeting dates were noted.

Tuesday 24th September 2019
Tuesday 28th January 2020
Tuesday 10th March 2020

21. To note the date of the next meeting which will be held at 7.30pm on Tuesday 24th September 2019 in the Old School Room.

The date of the next meeting was noted.

The meeting closed at 9.03pm.

Signed:

Date:
