

# SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held at 7.30pm on Tuesday 10<sup>th</sup> March 2020 in the Old School Room.

**Present:** Cllr Adam Pryke (Chairman)  
Cllr Tony Bolderston (Vice-Chair)  
Cllr Charles Sayer  
Cllr Leona McConnell

One member of the public  
Sheryl Irving (Clerk)

## **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies were received from D/Cllr Gordon Bambridge.

## **2. To receive any declarations of interest.**

There were none received.

## **3. To approve the minutes of the meeting held on Tuesday 1<sup>st</sup> October 2019.**

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

## **4. Presentation by Vattenfall's Norfolk Vanguard and Norfolk Boreas Offshore Wind Farm Local Liaison Officer and Skills Champion.**

Council received a presentation which outlined who Vattenfall are and what they are doing, and the benefits the Wind Farm would bring to Norfolk, particularly in regard to the supply chain and skills. Councillors also had an opportunity to ask questions.

## **5. County & District Councillor Reports.**

There was no report available from either the County or the District Councillor.

## **6. Meeting open for public participation.**

A member of the public championed the proposed recycling scheme for the BT Box whereby all dental products and writing instruments could be left, to be collected and recycled as part of the Terracycle scheme. Council agreed that the recycling scheme was a good idea and gave permission for the boxes to be installed and the scheme advertised locally.

The member of the public also queried the drainage to the pond at the junction near to the bus shelter and was informed that the County Council are going to programme works to keep the pond clear. Council noted that additional works were required to the surrounding ditches/culverts and a map will be drawn up to send to the County Council for information.

It was also noted that water was running off from the field on the opposite side of the road to the bus shelter, bringing mud etc with it onto the road. It was agreed that this was the responsibility of the landowner and they will be approached.

A problem was also noted with the grups, in that they had been dug out but not into a ditch where the water could run away and, consequently, once full there was nowhere for the water to go.

**7. To discuss planning issues:**

**a) Applications for consideration.**

There were no applications to consider.

**b) Decisions to note.**

Council noted that the following applications had been approved.

- 3PL/2019/1558/HOU - Conversion and extension of existing garage to provide annex. Alteration of access arrangements @ Holly House, Lyng Road.
- 3PN/2020/0002/PNE – 6 Woodlands Court – Removal of conservatory to be replaced with single storey garden room.

**8. To consider any Highway issues.**

**a) To receive an update on blocked drain on corner near bus shelter.**

This matter had been dealt with at item 6.

**b) To notify any new issues.**

There was a large amount of mud on the road near to the bus shelter and this will be reported to Highways.

**9. To receive an update in respect of the Permissive Access Path Agreement.**

Council noted that the signage remains the only outstanding issue. The path will be registered with the County Council as a permissive route.

Council noted that the current agreement will end in July 2020 but it is hoped that a new on-going agreement will be straight-forward.

**10. To receive an update in respect of the Village Green, including the Land Registry application.**

Council noted that the land registry application was near completion.

Cllr Bolderston informed Council that he had been unable to make contact with the PCC representative re the grass cutting for 2020 and, consequently, if the current contractor is not being contracted to cut the churchyard, there will be a £10 per cut increase in respect of the Village Green.

**11. To consider any works to the Sparham Phone Box (including the installation of a defibrillator or as a recycling centre).**

Cllr McConnell reported that the grant application scheme to the British Heart Foundation was now open and she would be submitting an application for funding for a defibrillator.

Council approved the use of the BT Box as a recycling centre (see item 6 above).

Council agreed to consider any improvements to the Box at a later date.

**12. To consider the way forward regarding the transfer of the old highways surveyor's land from Breckland Council to Sparham Parish Council.**

Council agreed not to pursue this matter due to the responsibilities attached to the ownership of the land and the costs that may need to be incurred should any problems arise.

**13. Finance & Governance Matters**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2020.**

The Chairman confirmed that Council continued to increase the reserve set aside for the wall repairs. The report was noted.

**b) To review the following policy documents:**

- **Standing Orders**
- **Financial Regulations**
- **Risk Assessment & Management Review**
- **Assets Register**

Cllr Pryke proposed approval of the four documents, this was seconded by Cllr Bolderston and agreed by Council.

**c) To consider an application to increase to Councillor numbers.**

Council noted that Breckland had confirmed the Council had never had more than five councillors. Cllr Bolderston again felt it would be useful to increase the number of councillors to assist with increased council responsibilities, succession planning and to lower the average age of current members, some of whom are over retirement age, and it was agreed to submit a request for a community governance review to increase the councillor numbers to seven.

**d) To review the car parking fee at Sparham Pools.**

Council agreed that as they did not intend to pursue the land registry application it would not be ethical to make any further charge for car parking.

**e) To receive an update re the appeal to a HMRC fine regarding filing of reports.**

Council noted that the appeal had been accepted and the penalty cancelled.

**f) To consider a donation request from the Priscilla Bacon Hospice Appeal.**

Council agreed that, as a donation to the Citizens Advice had already been made in this financial year, no donation would be made to this appeal.

**g) To authorise financial payments as set out below:**

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

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|--|---------|
| • Clerk (Salary & Allowance – Jan - Mar) | £207.33 |
| • HMRC                                   | £31.80  |

**14. Correspondence for circulation**

Council noted the following correspondence, no actions were required.

- Boundary Commission Review
- Great British Spring Clean

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

Council agreed to add 'Bus Shelter Maintenance' to the next agenda.

**16. To note the date of the Annual Council meeting which will be held on Tuesday 12<sup>th</sup> May, following the Annual Parish Meeting commencing at 7.30pm on Tuesday 10<sup>th</sup> March 2020 in the Old School Room.**

Council noted the date of the next meeting.

The meeting closed at 9.15pm.

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