

# SPARHAM PARISH COUNCIL

**The next meeting of the Parish Council will be held on  
Tuesday 10<sup>th</sup> September 2024 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. Welcome and apologies for absence.
2. To receive any declarations of interest.
3. To approve the minutes of the meeting held on 14<sup>th</sup> May 2024.
4. To consider the co-option of a new member to fill the one Council vacancy.
5. County & District Councillor Reports.
6. Meeting open for public participation.
7. Planning issues:
  - a) Applications for consideration.
    - 3PL/2024/0638/HOU – 1 Sparham Hill - install replica tiled roof extension to the side of the property
    - Any applications received following the publication of the agenda.  
(<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
  - b) Decisions to note.
    - 3PL/2024/0360/HOU – 3 Church Farm Barns, Well Lane - placement of Traditional Shepherd's Hut in Garden to provide occasional additional Sleeping Accommodation (Personal Use) – APPROVED.
    - 3PL/2024/0387/HOU – 2 Sparham Hill - single storey rear extension – APPROVED.
  - c) To receive an update re the Breckland Local Plan and consider any action.
  - d) To note the Parish Partnership Scheme and to consider any projects for 50/50 grant funding.
8. Highway & Footpath issues.
  - a) To receive an update speeding issues on A1067 and the need for a lower speed limit
  - b) To receive an update to the request for an additional bus stop at Sparham Hill.
  - c) To receive an update re the request to NCC to enlarge the current stop on the A1067 (westbound).

- d) To receive an update to the request for a 30mph speed limit within the village.
- e) To receive an update regarding any issues reported to Highways and to report any new highway issues.
- Damaged Whitwell Road sign – reported to Breckland.
  - Potholes on Church Lane – reported to Highways and programmed for repair.
  - Fly-tipping on Church Lane – reported to Breckland.
9. The Village Green
- a) To receive an update regarding the wildflower project.
- b) To receive an update regarding planting a Queen Elizabeth II Memorial Orchard.
- c) To receive an update regarding repairs to a section of the wall.
10. To receive an update regarding alternative uses for the Phone Box and to receive a maintenance report.
11. To consider the adequacy of the current bus shelter cleaning regime.
12. To receive an update regarding the Permissive Pathway agreement.
13. Finance & Governance Matters
- a) To receive a financial report for the year ending 31<sup>st</sup> March 2025.
- b) To appoint an internal auditor for the year ending 31<sup>st</sup> March 2025.
- c) To review the following policy documents:
- Financial Regulations
  - Risk Assessment & Management Policy
  - Safeguarding Policy
  - Asset Register
  - Code of Conduct
  - Retention & Disposal Policy
  - Publication Scheme
  - Information & Data Protection Policy
  - Complaints Procedure
- d) To authorise financial payments as set out below and note any receipts.

Ref	Payee	Amount
<u>PAYMENTS</u>		
P6A	ICO Subscription (Data Protection)	£35.00 (DD)
P9	Clerk (Salary & Allowance) June	£tbc (SO)
P9	HMRC PAYE	£tbc*
P11	Clerk (Salary & Allowance) July	£tbc (SO)
P11	HMRC PAYE	£tbc*
P13	Bus Shelter Cleaning	£18.00*
P14	Clerk (Salary & Allowance) August	£tbc (SO)
P14	HMRC PAYE	£tbc*
P10	Grass Cutting – Village Green (May)	£90.00*
P12	Grass Cutting – Village Green (June)	£90.00*
P16	Wall Repairs – Materials	£355.00*
P17	Wall Repairs – Stage 1	£600.00*

P18	Wall Repairs – Stage 1	£1,000.00*
P18A	Wall Repairs – Materials & Stage 1	£653.20*
P15	Grass Cutting – Village Green (July)	£90.00
P19	Clerk (Salary & Allowance) September	£tbc (SO)
P19	HMRC PAYE	£tbc*
P20	Clerk Expenses	£19.00
P21	Grass Cutting – Village Green (August)	£90.00

*\*, (SO), or (DD) indicates payment has been made.*

RECEIPTS

Bank Interest	£45.84
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14. Correspondence for circulation

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

- The Introduction of Car Parking Charges within Breckland.

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

16. To note the next meeting of the Parish Council will be held on Tuesday 12<sup>th</sup> November 2024, at 7.30pm in the Old School Room.

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Sheryl Irving  
Clerk to the Council  
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Tuesday 3<sup>rd</sup> September 2024