

SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held at 7.30pm on Tuesday 14th February 2023 in the Old School Room, Sparham.

Present: Cllr Adam Pryke (Chairman)
Cllr Leona McConnell (Vice Chair)
Cllr David Sayer
Cllr David Chapman
Cllr Charles Sayer

County Cllr Bill Borrett
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. There were no apologies for absence.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 8th November 2022.

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

4. County & District Councillor Reports.

C/Cllr Borrett said he was pleased the drainage works on Church Lane had been completed and reported that they had cost £50,000. Cllr David Sayer said that the ditches had not been cleared adequately and some further work was required to resolve the flooding issues. C/Cllr Borrett will take this forward.

The C/Cllr also updated Council on sites put forward as part of the Local Plan review. Council were particularly concerned regarding the proposed New Town at Bintree, feeling it was in the wrong place with no adequate infrastructure and taking valuable agricultural land out of production. The C/Cllr advised that a consultation will be taking place soon which would shape Breckland policies and Council would have an opportunity to contribute. Members of the public will also be able to respond to the consultation.

5. Meeting open for public participation.

There were no members of the public present.

6. Planning issues.

a) Applications for consideration.

There were no applications for Council to consider.

b) Decisions to note.

Council noted that prior approval had been given to the following application: 3BT/2022/0007/BT – Land at Sparham Hill, Fakenham Road - prior approval for proposed 1no. Omni, 1no. GPS Antenna and 1.no 3G Omni Antenna with smart metering equipment enclosure telecoms installation (The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 16, Class A).

7. Highway & Footpath issues.

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

The C/Cllr reported that he continued to push for a bus stop at Sparham Hill but it was a challenge because there was a tension between people who lived further away and needed to get to work quickly and the villages closer to Norwich who wanted more stops.

Council agreed to remove the connecting footpaths from the agenda as they had not been able to find a way to progress this matter.

Council noted that the Sunday Bus Service had resumed normal service.

b) To receive an update regarding speeding issues and the need for a reduction in the speed limit.

Council noted that the speed van had been in the village regularly and continued to record speeding offences. The data recording equipment has not yet been installed and this will be chased up again.

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

This matter had been discussed at item 4 above.

d) To receive a report regarding the dog bin at Lyng bridge.

The dog bin at Lyng bridge had been reported as broken but Council agreed this had not been installed by Sparham Parish Council and was likely to be on land owned by Breckland. The matter will be referred back to Breckland.

e) To receive an update regarding any new highway issues.

Cllr McConnell reported that the dangerous potholes on Well Lane had been repaired although she had had to report them three times before any action was taken. The C/Cllr advised that such matters should be reported to him if they were taking too long to be repaired and he can chase them up.

The give-way sign at Whitwell road has also been repaired.

8. The Village Green

a) To receive an update regarding the wildflower project.

Cllr McConnell reported that they were waiting for suitable weather to sow the new wildflower seeds, which would be April/May. The wildflower area is being extended and the swift boxes will also be put up shortly.

Norfolk Community Foundation, who gave the grant for the works, have requested an update and Cllr McConnell will respond.

b) To receive an update regarding the request to install a memorial bench.

The Chairman and Vice-Chairman had met with the family and agreed a suitable site for the bench. It will be located in the garden, facing the church on a concrete plinth. The family will be paying for both the bench and the installation and Council now await an update from the family.

c) To receive an update regarding planting a Queen Elizabeth II Memorial Orchard.

Cllr McConnell said it was planned to plant an orchard of six fruit trees once the wildflowers have seeded, which will be later in the year.

d) To consider holding a Village Bonfire Party on the Green.

Council agreed that a Village Bonfire Party would need somebody to co-ordinate it, funding, public liability insurance, possibly a permit and be risk assessed. Cllr Chapman will research these issues and report back to the next meeting.

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

There were no new issues to consider.

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

There was no update in respect of works to the phone box but it continued to be used for recycling.

10. To receive an update regarding the village defibrillator.

Cllr McConnell reported that the defibrillator was awaiting installation but it was being arranged by the company that supplied the unit and they were struggling to find a local contractor. Training will be available by zoom but a local paramedic had kindly offered to carry out face-to-face training and this offer will be taken up and session(s) arranged. The unit will be fixed to the outside wall of the Old School Room.

11. To consider any commemoration/celebration in respect of the May Coronation.

A village representative is looking for volunteers to assist with a suggested street party.

12. To note the meeting dates for 2023

Council noted the meeting dates for 2023.

- Tuesday 9th May (Annual Parish and Council meetings)
- Tuesday 12th September
- Tuesday 14th November

13. Finance & Governance Matters

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

The financial report was noted.

b) To consider a charity donation to the Norfolk Citizens Advice, or other charity.

Cllr Pryke proposed approval of a £100 donation to the Norfolk Citizens Advice, this was seconded by Cllr McConnell and unanimously agreed by Council.

c) To review and consider approval of the following policy documents.

Cllr Pryke proposed approval of the following policy documents, this was seconded by Cllr Chapman and unanimously agreed by Council.

- Standing Orders
- Financial Regulations
- Risk Assessment & Management Policy
- Asset Register
- Safeguarding Policy

d) To authorise financial payments as set out below:

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

• Clerk (Salary & Allowance) Dec	£90.53
• Clerk (Salary & Allowance) Jan	£142.95 (SO)
• HMRC PAYE	£10.40
• Clerk (Salary & Allowance) Feb	£142.95 (SO)
• Clerk – HMRC refund	£37.60
• Defibrillator	£1,599.00
• Norfolk Citizens Advice	£100.00
• Website (Refund to Clerk)	£106.06
• Permissive Path	£160.00
• Clerk – Expenses	£5.44
• Clerk (Salary & Allowance) – Mar	£142.95

14. Correspondence for circulation

Council considered the following correspondence:

- **Greater Norwich Local Plan Gypsy and Traveller Sites Focused Consultation** – Council noted there were no sites nearby.
- **Consultation re Devolution and the County Deal** – Council did not feel they had adequate information to comment on the deal.
- **Breckland Call for Sites & Local Plan Review** - Cllr Pryke proposed that Council should respond to the forthcoming consultation that no new, large development sites should be approved because of the lack of infrastructure and the loss of valuable agricultural land, this was seconded by Cllr McConnell and agreed unanimously by Council.
- **Sparham Parish Council Community Governance Review** – Council noted that the request to increase the number of parish councillors from five to seven had been approved with effect from the Council elections taking place on 4th May. Councillors were encouraged to speak to anyone who may be interested in joining the Council.

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

There were no new items for the next agenda.

16. To note the Annual meeting of the Parish Council will be held on Tuesday 9th May, following the Annual Parish Meeting which commences at 7.30pm in the Old School Room.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.50pm.

Signed: _____

Date: _____

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

FINANCIAL REPORT - FEBRUARY 2023

**includes payments as listed on the agenda*

BUDGET UPDATE	Budget	To date	%
	2022/23		
PAYMENTS*			Paid
Admin	1,267	991	78%
Salary	990	1,208	122%
Open Spaces	560	560	100%
Permissive Pathway	160	160	100%
Bus Shelter	50	-	0%
Phone Box	-	-	0%
Defibrillator	1,000	1,333	
WILDFLOWER PROJECT	2,000	1,821	
TOTAL	6,027	6,073	101%

			Received
RECEIPTS			
Precept	6,000	6,000	100%
Admin	150	150	100%
Bank Interest	-	10	
Grants (Wildflower)	-	1,500	
PAYE Refunds	-	16	
TOTAL	6,150	7,676	125%

SURPLUS/DEFICIT	123	1,603
------------------------	------------	--------------

Admin Budget 2022/23

Payments	Budget	Paid to date	Receipts	Budget	R'cvd to date
Insurance (inc Valuation)	625	646	OSR	150	150
Website	92	88	TOTAL	150	150
ICO	35	35			
Office Allowance	120	110			
Audits	235	35			
Training	80				
SLCC/NPTS Membership	70	72			
Stationery/Postage	10	5			
Elections/Legal	-				
TOTAL	1,267	991			

Balance as at 01.04.2022	8630.41
Less Payments @ 30.01.2023	6558.26
Plus Receipts @ 30.01.2023	7815.11
TOTAL	9,887.26
Balance as at 30.01.2023	
Current Account	426.20
Business Account	9,471.46
TOTAL	9,897.66
Less outstanding payment	10.40
TOTAL	9,887.26
Including the following reserves:	
Village Green Project	178.62
Wall Repairs	2,850.50
GENERAL RESERVE	6,858.14