

# SPARHAM PARISH COUNCIL

Minutes of the Annual Meeting of Sparham Parish Council held at 7.46pm, following the Annual Parish Meeting, on Tuesday 10th May 2022 in the Old School Room.

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

Sheryl Irving (Clerk)

## **1. Election of Chairman and signing of the Declaration of Acceptance of Office.**

Cllr Sayer proposed that Cllr Pryke be elected as Chairman, this was seconded by Cllr Chapman and unanimously agreed by Council. Cllr Pryke duly signed his declaration of acceptance of office form.

## **2. Election of Vice-Chairman and signing of the Declaration of Acceptance of Office.**

Cllr Sayer proposed that Cllr McConnell be elected as Vice-Chair, this was seconded by Cllr Chapman and unanimously agreed by Council. Cllr McConnell duly signed her declaration of acceptance of office form.

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

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

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

There were none received.

## **5. To approve the minutes of the meeting held on 8th March 2022.**

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

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

There were no reports received.

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

There were no members of the public present.

## 8. Planning issues.

### a) Applications for consideration.

There were no applications for consideration.

### b) Decisions to note.

There were no decisions to note.

### c) To consider the Breckland call for Development sites and Local Green spaces.

There were no sites or spaces proposed and the report was noted.

## 9. 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 continue to pursue this matter vigorously, within the limitations of a parish council. The Parish Council has received a letter from the Community Police stating that after deploying the camera, 20 offences were recorded and on this basis they will be looking to install the data capture equipment. Unfortunately, timing is not confirmed as it is a limited resource with high demand, however, Council will continue to follow up on progress, recognising that controlling the speed is the first stage in moving forward in being able to reduce the speed limit which would in turn allow for a bus stop and, possibly, connecting footpaths.

Residents are urged to complete the ongoing Police Public Engagement Survey, making reference to speeding in the village. The survey closes on the 7<sup>th</sup> June and details are on the Sparham website.

### b) To notify any new highway issues.

Cllr Sayer reported that there were no problems with the permissive pathway at the Sparham end.

## 10. The Village Green

### a) To receive an update regarding the Land Registry application.

It had not been possible to progress this issue and the item will be removed from the agenda.

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

A full update had been reported at the preceding Annual Parish Meeting but Cllr McConnell added that she planned to resubmit the lottery grant application, now that there had been more public involvement. It was hoped the grant would add to the wall repairs fund, in addition to the other Village Green improvements.

### c) To receive a report re the grass cutting contract for 2022.

The Chairman reported that the same contractor is continuing, albeit at an increased cost, and they have been made aware of the new wildflower area.

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

There were no new issues raised.

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

The Chairman reported that it was hoped works inside the box would commence in the summer.

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

There was no update although Cllr McConnell will be progressing this matter.

**13. To receive an update regarding a parish council commemoration to mark the Queens Platinum Jubilee in 2022.**

An event is planned for the Jubilee weekend and it was hoped that a grant of £500 from Breckland would be available.

**14. To receive a report regarding land at Sparham Pools.**

Breckland has informed Council that the land could be transferred to Sparham although it would not be able to register it. Council agreed that if Breckland could confirm that public access will be maintained there was little point in any transfer and an enquiry will be made.

**15. Finance & Governance Matters**

**a) To receive a financial report for the years ending 31<sup>st</sup> March 2022 and 31<sup>st</sup> March 2023.**

The two reports were noted.

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

The report was noted and the recommendations implemented where possible.

**c) To approve the annual governance statement in the 2021-22 Annual Return.**

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

**d) To approve the accounting statements in the 2021-22 Annual Return.**

Cllr Sayer proposed approval of the accounting statements, this was seconded by Cllr McConnell and unanimously agreed by Council. The Chairman duly signed the statements.

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

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

**f) To receive a report regarding the Council Insurance renewal due on 1<sup>st</sup> May 2022 and consider a professional valuation of the Old School Room.**

Council noted that three quotes had been requested, with two quotes being obtained. Both provided adequate cover and the cheapest quote had been approved, on a three-year deal.

Council agreed that a quote should be obtained to have a professional survey of the Old School Room and the wall for insurance purposes.

**g) To consider approval of a Safeguarding Policy.**

Cllr McConnell proposed that the policy be approved, this was seconded by Cllr Chapman and unanimously agreed by Council.

**h) To consider a request from the Hill & Vale magazine for funding.**

Council agreed that they did not have enough information to make a decision and agreed that a Hill & Vale representative be invited to the next meeting. Council supported the request in principle but needed a better understanding of the costs etc.

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

Cllr McConnell proposed that the following payments be approved, this was seconded by Cllr Chapman and unanimously agreed by Council.

• Clerk (Salary & Allowance: Apr - June (including incremental salary increase)	£223.39
• HMRC – PAYE	£48.20
• ICO (Data Protection Registration)	£35.00
• Wildflower Project Seeds	£338.00 (paid 5.4.22)
• Insurance Renewal	£520.81
• Grass Contractor (April)	£80.00
• Internal Auditor	£35.00

**16. Correspondence for circulation**

Council noted the Vattenfall project and team updates and awaited further information regarding the Community Fund.

**17. To note the amended meeting dates for 2022/23.**

The following amended meeting dates were noted.

- 10<sup>th</sup> May 2022 (no change)
- 13<sup>th</sup> September 2022 (no change)
- 8<sup>th</sup> November 2022 (new date)
- 14<sup>th</sup> February 2023 (new date)  
(January and March meeting dates deleted)

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

There were no new items received for the next agenda.

**19. To note the next meeting of the Parish Council will be held on Tuesday 13th September 2022, at 7.30pm in the Old School Room.**

The date of the next meeting was noted and the Chairman then closed the meeting at 8.35pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SPARHAM PARISH COUNCIL - YEAR END AT 31ST MARCH 2022			
FINANCIAL REPORT - MARCH 2022			
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To date</b>	<b>%</b>
	<b>2021/22</b>		
<b>PAYMENTS</b>			<b>Paid</b>
Admin	1190.00	1160.31	98%
Salary	960.00	950.15	99%
Open Spaces*	525.00	757.50	144%
Permissive Pathway	160.00	160.00	100%
Bus Shelter	50.00	0.00	0%
Phone Box	0.00	231.26	
Donations**	625.00	1150.00	184%
<b>TOTAL</b>	<b>3510.00</b>	<b>4409.22</b>	<b>126%</b>
<b>RECEIPTS</b>			<b>Received</b>
Precept	5000.00	5500.00	110%
Admin	150.00	150.00	100%
Bank Interest	0.00	0.84	
HMRC	0.00	18.40	
Grants	0.00	500.00	
<b>TOTAL</b>	<b>5150.00</b>	<b>6169.24</b>	<b>120%</b>
<b>SURPLUS/DEFICIT</b>	<b>1640.00</b>	<b>1760.02</b>	

<b>Balance as at 01.04.2021</b>	6859.98
Less Payments at 31.3.2022	4,458.39
Plus Receipts at 31.3.2022	6,228.82
<b>TOTAL</b>	<b>8,630.41</b>
<b>Balance as at 31.03.2022</b>	
Current Account	614.86
Business Account	8,015.55
<b>TOTAL</b>	<b>8,630.41</b>
Including:	
Village Green Reserve	500.00
Wall Repairs Reserve	1,491.00
Defibrillator Reserve	1,000.00
Milestone Reserve	60.00
<b>GENERAL RESERVE</b>	<b>5,579.41</b>

\*Amended to reflect updated 2021 costs which were not available when budget was set

\*\*includes donation to PCC from 2020/21

Admin Budget 2021/22	Budget	Paid to date	Receipts	Budget	R'cvd to date
<b>Payments</b>				150	150
Insurance	625	613	OSR		
Website	110	179			
ICO	35	35			
Office Allowance	120	120			
Audit	225	13			
Training	50	146			
SLCC/NPTS Membership	15	57			
Expenses	0	0			
Elections/Legal	0	0			
Postage	10	0		150	150
<b>TOTAL</b>	<b>1190</b>	<b>1163</b>	<b>TOTAL</b>		

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

FINANCIAL REPORT - MAY 2022

\*includes payments as listed on the agenda

BUDGET UPDATE	Budget	To date	%
	2022/23		
<b>PAYMENTS*</b>			<b>Paid</b>
Admin	1,267	680.81	54%
Salary	990	241.59	24%
Open Spaces	560	0.00	0%
Permissive Pathway	160	0.00	0%
Bus Shelter	50	0.00	0%
Phone Box	-	0.00	0%
Donations	625	0.00	0%
<b>TOTAL</b>	<b>3,652</b>	<b>922.40</b>	<b>25%</b>
WILDFLOWER PROJECT	500	338	
DEFIBRILLATOR	1,000	0	
<b>RECEIPTS</b>			<b>Received</b>
Precept	6,000	3000.00	50%
Admin	150	0.00	0%
Bank Interest	-	0.00	
Grants	-	0.00	
<b>TOTAL</b>	<b>6,150</b>	<b>3000.00</b>	<b>49%</b>
<b>SURPLUS/DEFICIT</b>	<b>2498.00</b>	<b>2077.60</b>	

<b>Balance as at 01.04.2022</b>	8630.41
Less Payments	918.81
Plus Receipts	<u>3,000.00</u>
<b>TOTAL</b>	<b><u>10,711.60</u></b>
<b>Balance as at 30.04.2022</b>	
Current Account	996.05
Business Account	9,715.55
<b>TOTAL</b>	<b><u>10,711.60</u></b>
Including:	
Village Green Reserve	162.00
Wall Repairs Reserve	3,183.00
Defibrillator Reserve	1,000.00
<b>GENERAL RESERVE</b>	<b><u>6,366.60</u></b>

Admin Budget 2022/23

Payments	Budget	Paid to date	Receipts	Budget	R'cvd to date
Insurance	625	521	OSR	150	
Website	92		<b>TOTAL</b>	<b>150</b>	<b>0</b>
ICO	35	35			
Office Allowance	120	30			
Audits	235	35			
Training	80				
SLCC/NPTS Membership	70	60			
Stationery etc	10				
Elections/Legal	0				
<b>TOTAL</b>	<b>1267</b>	<b>681</b>			