

# SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held at 7.30pm on Tuesday 1<sup>st</sup> October 2019 in the Old School Room.

**Present:** Cllr Adam Pryke (Chairman)  
Cllr Tony Bolderston (Vice-Chairman)  
Cllr David Sayer  
Cllr Charles Sayer

Keith Meader and Cecilia Boycott (Cllr's from Lyng Parish Council)  
Sheryl Irving (Clerk)

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

The Chairman welcomed everyone to the meeting, particularly the two councillors from Lyng who were attending to sign the permissive path agreement. Apologies were received from D/Cllr Gordon Bambridge.

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

Cllr Sayer declared an interest in the permissive path agreement and the hedge near to the bus shelter.

## **3. To approve the minutes of the meeting held on Tuesday 7<sup>th</sup> May 2019.**

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

At this point in the meeting item 8 (**To receive an update in respect of the Permissive Access Path Agreement**) was brought forward: The permissive path agreement was presented to Council who confirmed that it was in the best interests of the Parish to enter into the agreement and authorise the Chairman and Cllr Charles Sayer to sign on behalf of the council. The agreement was then signed by the representatives of both Sparham and Lyng parish councils. It will now go to the landowners for signatures and appropriate signage will be installed. The Councillors from Lyng then left the meeting.

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

There were no county or district councillors present.

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

There were no members of the public present.

## **6. To discuss planning issues:**

### **a) Applications for consideration.**

There were no applications for consideration.

### **b) Decisions to note.**

Council noted the following decisions:

- 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 – APPROVED.
- 3PL/2019/1057/LU - Material changes to fenestration (Certificate of Lawfulness) - Wensum House Whitwell Road Sparham – for information only.

**7. To consider any Highway issues.**

The drainage channels at the corner near to the bus shelter are blocked and this will be reported to Highways for action.

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

This item had been dealt with earlier in the meeting.

**9. To receive an update in respect of the Village Green.**

CLlr Bolderston reported that there was an issue with the grass cutting contract at the church and this could have an impact on the 2020 contract for the parish council, he will keep Council updated.

It was agreed that a reserve fund for wall repairs would be started.

**10. To receive a report regarding bonfires and Sparham residents.**

A discussion took place regarding allowing local residents to have bonfires on the Village Green. Various points were raised including the insurance requirement for risk assessments to be carried out, environmental issues re burning, that it stops rubbish being dumped on nearby fields, too large fires are not advisable, they do allow for a tidy-up and can be a good community activity.

It was agreed to continue to permit bonfires which have been approved by the Parish Council but the heaps must not sit there for too long or be too large.

**11. To receive an update in respect of the Land Registry application relating to the Village Green.**

There was no update available in respect of this issue.

**12. To receive an update in respect of the bus shelter.**

Council noted that the bus shelter was now in place in good time for the winter weather. The total cost of the project (excluding VAT) was £4,563.36, 50% of which will be grant funded. Council were pleased to note the project had come in under budget.

An issue of the route to the bus shelter from Sparham Hill was raised in that there was no safe footpath and the hedges obstructed the verge from being used which meant users had to walk on the road, which is a safety issue. Council agreed to contact Highways to request a site meeting to take this matter forward.

**13. To consider any works to the Sparham Phone Box (including the installation of a defibrillator).**

Council agreed the Box required an overhaul but would not make any decisions prior to information regarding the defibrillator was available. An alternative location at the Old School Room was suggested for the defibrillator but it was agreed that the unit would make good use of the redundant box.

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

The Old Highway Surveyor's Land should have been transferred from Breckland to Sparham in 1981 but the solicitor involved had passed away and the matter had not been picked up. However, Breckland now wish to resolve the matter but require Sparham Parish Council to pay any legal costs involved, for both parties.

Council agreed to defer any decision until information was available regarding the cost of the legal fees.

**15. To consider any future use for Sparham PC laptop.**

The laptop had been purchased for the previous Clerk using grant funds but was now no longer required. Council agreed to investigate if the laptop can be sold and, if it can be, to go ahead and sell it.

**16. Finance & Governance Matters**

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

Council noted the financial report.

**b) To appoint an internal auditor for the year ending 31<sup>st</sup> March 2020.**

Cllr Bolderston proposed that Mr Bergin be appointed as the internal auditor for the year ending 31<sup>st</sup> March 2020 at a cost of £25.00, this was seconded by Cllr Charles Sayer and agreed by Council.

**c) To consider approval of an Equality Policy document.**

Cllr Bolderston proposed approval of the Equality Policy document, this was seconded by Cllr Pryke and agreed by Council.

**d) To consider approval of the Clerk's attendance at an autumn essential training seminar (£3.94).**

Cllr Bolderston proposed approval of the Clerk's attendance at the seminar at a cost of £3.94 to Sparham, this was seconded by Cllr Pryke and agreed by Council.

**e) To note the achievement of CiLCA by the Clerk and to consider an amendment to employment contract.**

Council congratulated the Clerk on her award and the Clerk was grateful for the support of the Parish Council. Cllr Bolderston proposed that the employment contract be amended to recognise the achievement, this was seconded by Cllr David Sayer and agreed by Council.

**f) To consider adoption of the General Power of Competence.**

Cllr Pryke proposed the following resolution:

The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

This was seconded by Cllr Bolderston and agreed by Council. Accordingly, Sparham Parish Council now has General Power of Competence.

**g) To consider any new projects for the year commencing 1<sup>st</sup> April 2020.**

There were no new projects proposed for the year commencing 1<sup>st</sup> April 2020; it was noted that funding was required for both the repairs to the village green wall and the defibrillator.

**h) To note amendment to existing insurance policy re Old School Room upgrades.**

Council noted the improvements to the Old School Room with a new heating system and multi-media system, both of which have been included in the insurance policy. It was also noted that the bus shelter had been added to the policy and the table tennis table, with a value of £400, should also be included. The asset register has also been updated.

**i) To note an appeal to a HMRC fine regarding filing of reports.**

Council noted that a change in filing requirements had led to a £100 fine which was being appealed.

**j) To consider a donation to the following organisations:**

- Scotty's Little Soldiers
- Norfolk Age UK

Council agreed that any donations made should be able to benefit every parishioner and agreed a £100 donation be made to the Citizens Advice Bureau, together with a £525 donation to the Church towards the grass cutting costs.

Council would welcome any thoughts/comments/ideas from local residents in respect of charitable donations made by the Parish Council.

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

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

• Clerk (Salary June - Aug/Allowance/CiLCA/Expenses)	£270.09
• Breckland Council (Election Costs)	£75.00
• Bus Shelter Contractor	£5476.02
• Brisley PC (Pro-rata Clerk's Membership of SLCC)	£11.15
• Grass Contractor (Sept)	£70.00
• Landowner (Permissive Path Agreement x 3 years)	£480.00
• Solicitor Fee (Permissive Path Agreement) (Lyng PC to contribute 50%)	£809.00
• Brisley PC (See item 16d above)	£3.94

**l) To note the following payments made previously:**

Council noted the following payments made since the previous meeting in May.

- Grass Contractor (April to August) £70.00 per month

## **17. Correspondence for circulation**

Council noted the following correspondence:

- Western Link Road Update
- Police Parish newsletters
- Breckland Council – new leader
- Breckland Local Plan consultation
- Parish Partnerships Scheme – highway improvements
- Five Year Health Plan – Norfolk and Waveney Care Partnership

- Vattenfall Newsletter
- Review of Breckland Polling Districts
- RAF Benevolent Fund in Norfolk
- Farming & the Highways
- Independent Living Skills Programme
- NALC Initiative – Community, Well-Being, Environment – Town and Parish Councils
- Disability Network Norfolk
- Minerals & Waste Local Plan Review Consultation
- Breckland Update – Brexit Preparations
- NCC Boundaries Consultation
- Superfast Broadband – it was noted this was due to go live on 19<sup>th</sup> September 2019 but was delayed and an update is expected w/c 7<sup>th</sup> October 2019.

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

CLlr David Sayer raised a planning application at Morton on the Hill for a general waste depot and it was felt the Council may wish to comment.

**19. To note the date of the next meeting which will be held at 7.30pm on Tuesday 28<sup>th</sup> January 2020 in the Old School Room.**

The date of the next meeting was noted.

The meeting closed at 8.57pm.

Signed:

Date: