

SPARHAM PARISH COUNCIL

Minutes of the Annual Meeting of Sparham Parish Council held on Tuesday 9th May 2023, at 7.50pm, in the Old School Room, Sparham.

Present: Cllr Leona McConnell (Vice Chair)
Cllr Charles Sayer
Cllr David Chapman
Cllr David Sayer
Cllr Craig Neale

Sheryl Irving (Clerk)

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

Cllr Pryke had previously confirmed he would be happy to stand as Chairman for another year so, in his absence, Cllr McConnell proposed that he be elected as Chairman, this was seconded by Cllr Chapman and unanimously agreed by Council. Cllr Pryke will sign his declaration of acceptance of office in due course.

Cllr McConnell said that succession planning for the role of Chairman should be considered as Cllr Pryke has held the position for many years now.

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

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

3. Welcome and apologies for absence.

In the absence of Cllr Pryke, Cllr McConnell took the chair. Apologies received from Cllr Pryke were approved. Apologies were also received from D/Cllr Gordon Bambridge.

The Chairman welcomed a new member, Cllr Craig Neale, and thanked him for his interest in parish matters.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 14th February 2023.

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

6. To consider the co-option of a new member to fill the one Council vacancy.

Council noted that, following the recent elections, there remained one vacancy and it was hoped that a potential candidate would attend the next meeting in September.

7. To consider adopting the General Power of Competence.

Cllr McConnell proposed that '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 Charles Sayer and unanimously agreed by Council.

The General Power of Competence gives a local authority the power to do anything which individuals generally may do. It is a power of first resort, rather than an older power.

8. County & District Councillor Reports.

The reports from both County and District councillors had been received at the preceding Annual Parish Meeting.

9. Meeting open for public participation.

There were no members of the public present.

10. Planning issues.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

There were no decisions to note.

11. Highway & Footpath issues.

a) To receive an update in respect of the request for a bus stop at Sparham Hill (with C/Cllr Borrett).

No update had been received and the Clerk will chase this up.

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

No further updates had been received and the Clerk will request the results from any recent speed checks.

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

Cllr David Sayer has arranged to speak with a Highways technician regarding outstanding issues.

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

Cllr Chapman reported that the Whitwell Road sign has been damaged and is no longer in its concrete footings, this will be reported to Highways.

12. The Village Green

a) To receive an update regarding the wildflower project.

In addition to the report given at the preceding Parish meeting, Cllr McConnell reported that some wildflower seeds are available to local residents and can be obtained upon request to the Clerk. Council agreed that the siting of the hedgehog box should be decided by a local hedgehog expert who can advise on the most suitable location. The swift boxes will be fixed on the Old School Room at a cost of approx. £50.00, funded from the remaining grant monies.

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

A cost for the plinth has been obtained and this will be forwarded onto the family. The seat design will then have to be approved prior to installation near the Old School Room, facing the church.

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

It was agreed to consider this at the September meeting but deer damage could be a problem and tree protection will be required.

d) To receive an update regarding a Village Bonfire Party on the Green.

Cllr Chapman had previously circulated a guide to bonfire events and careful precautions would have to be put in place for attendees, residents and road users, given the proximity of the site to houses and the road. A 50m safety area was required and, given the size of the site, it was agreed that it was not suitable for a parish event.

Council also agreed that they may need to reconsider allowing the residents bonfire/fireworks as it was on parish land and the parish council would likely be liable for any problems arising.

e) To receive an update regarding the grass cutting contract.

The Chairman reported that each cut of the Village Green was now £85.00. She also reported that the church grass would be cut prior to a forthcoming wedding, taking account of the wildflowers.

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

There were no new issues raised.

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

The Chairman reported that the recycling scheme had been successfully launched at the Coronation event which now allowed much more to be recycled, she thanked the local organiser for arranging this.

The inside of the box needs to be tidied and painted and Cllr Pryke will be asked to obtain a quote for the works.

14. To receive an update regarding the village defibrillator.

The Chairman reported that the unit was now installed on the outside wall of the Old School Room and the weekly/monthly checks were being carried out.

A local paramedic had volunteered to carry out training for residents and a date will be arranged. On-line zoom training is also available and both will be arranged and then advertised in the Hill & Vale.

Cllr David Sayer thanked Cllr McConnell for her work in obtaining the defibrillator for the village.

15. To consider a request from the Hill & Vale regarding public transport information.

A request had been received from the Hill & Vale for additional public transport information, however, other than the local bus services which were already advertised, there was nothing more to add.

16. Finance & Governance Matters

a) To receive a financial report for the years ending 31st March 2023 and 31st March 2024.

The financial reports (attached) were noted.

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

The internal auditors report was noted and the recommendations will be followed.

c) To approve the annual governance statement in the 2022-23 Annual Return.

Cllr McConnell proposed that the annual governance statement be approved, this was seconded by Cllr Neale and unanimously agreed by Council. The Chairman and Clerk duly signed the statement.

d) To approve the Statement of Accounts in the 2022-23 Annual Return.

Cllr McConnell proposed that the statement of accounts be approved, this was seconded by Cllr Neale and unanimously agreed by Council. The Chairman duly signed the statement.

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

Cllr McConnell proposed that the certificate of exemption be approved, this was seconded by Cllr Neale and unanimously agreed by Council. The Chairman and Responsible Finance Officer duly signed the certificate.

f) To receive an update regarding the Council Insurance renewal.

Council noted the insurance renewal and the 20% increase in premium due to the higher valuation of the Old School Room and the current economic climate.

- g) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing issue – to approve the incremental salary increase.**

Council approved the contracted incremental salary increase.

- h) To authorise financial payments as set out below and note any receipts.**

Cllr McConnell proposed approval of the following payments, this was seconded by Cllr David Sayer and unanimously agreed by Council. The receipts were noted.

Ref	Payee	Amount
PAYMENTS		
P1	Clerk (Salary & Allowance) April	£135.06 (SO)
P1	HMRC PAYE	£11.00
P2	Clerk (Salary & Allowance) May	£118.86 (SO)
P2	HMRC PAYE	£27.20
P3	Norfolk Parish Training & Support Subscription	£65.00
P4	Donation to PCC for grass cutting	£578.00
P5	Donation to Hill & Vale	£103.00
P6	Brisley PC (Clerk Training – FOI)	£6.86
P7	Internal Auditor	£35.00
P8	Insurance Renewal (year 2 of 3, 20% increase)	£624.59*
P9	Wildflower Project (reimbursement to Clerk)	£119.54*
P10	Grass Contractor	£85.00
<i>*, (SO), or (DD) indicates payment has been made</i>		
RECEIPTS		
R1	Precept (1 of 2)	£3,250
R2	HMRC PAYE Refund 2022/23	£37.60

17. Correspondence for circulation

Royal Norfolk Show Community Champions Tribute – Council agreed that the local organiser of the Coronation event and the upgraded recycling scheme be nominated.

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 12th September 2023 in the Old School Room.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.27pm.

Signed:

Date:

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023
FINANCIAL REPORT - YEAR END AT 31ST MARCH 2023

BUDGET UPDATE	Budget	To date	%
	2022/23		
PAYMENTS*			Paid
Admin	1,267	1,001	79%
Salary	990	1,352	137%
Open Spaces	560	560	100%
Permissive Pathway	160	160	100%
Bus Shelter	50	-	0%
Donations	625	728	116%
Defibrillator	1,000	1,333	133%
WILDFLOWER PROJECT	2,000	1,821	
TOTAL	6,652	6,954	105%

Balance as at 01.04.2022	8630.41
Less Payments @ 31.03.2023	7263.66
Plus Receipts @ 31.03.2023	<u>7837.08</u>
TOTAL	9,203.83
Balance as at 31.03.2023	
Current Account	1,320.80
Business Account	<u>7,883.03</u>
TOTAL	9,203.83
Including the following reserves:	
Village Green Project	178.62
Wall Repairs	2,850.50
GENERAL RESERVE	<u>6,174.71</u>

RECEIPTS			Received
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	- 502	721	

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	120			
Audits	235	35			
Training	80				
SLCC/NPTS Membership	70	72			
Stationery/Postage	10	5			
Elections/Legal	-				
TOTAL	1,267	1,001			

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2024
FINANCIAL REPORT - YEAR ENDING 31ST MARCH 2024

BUDGET UPDATE	Budget	To date	%
	2023/24		
PAYMENTS*			Paid
Admin	2,472	751	30%
Salary	1,799	272	15%
Open Spaces	665	-	0%
Permissive Pathway	160	-	0%
Bus Shelter/BT Box	100	-	0%
Donations	781	681	87%
Defibrillator	10	-	0%
TOTAL	5,987	1,705	28%

RECEIPTS			Received
Precept	6,500	3,250	50%
Admin	150	-	0%
Bank Interest	-	-	
PAYE Refunds	-	38	
TOTAL	6,650	3,288	49%
SURPLUS/DEFICIT	663	1,583	

Admin Budget 2022/23

Payments	Budget	Paid to date	Receipts	Budget	R'cvd to date
Insurance	567	625			
Website	110		OSR	150	0
ICO	35		TOTAL	150	0
Office Allowance	120	20			
Audits	235	35			
Training	120	7			
SLCC/NPTS Membership	80	35			
Stationery/Postage	5				
Elections/Legal	1,200	-			
TOTAL	2,472	722			

Balance as at 01.04.2023	9203.83
Less Payments @ 28.04.2023	770.65
Plus Receipts @ 28.04.2023	3287.6
TOTAL	11,720.78
Balance as at 28.04.2023	
Current Account	587.75
Business Account	11,133.03
TOTAL	11,720.78
Including the following reserves:	
Village Green Project	178.62
Wall Repairs	4,603.00
GENERAL RESERVE	6,939.16

-119.54