

SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held at 7.30pm on Tuesday 11th January 2022 in the Old School Room.

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

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 14th September 2021.

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

4. County & District Councillor Reports.

In the absence of both County and District Councillors, there was no report.

5. Meeting open for public participation.

No members of the public were present.

6. Planning issues.

a) Applications for consideration.

There were no applications for consideration.

b) Decisions to note.

There were no decisions to note.

7. Highway & Footpath issues.

a) To receive an update on blocked drain on corner near bus shelter (dredging of pond and request for permanent ditch).

Council was advised that the pond is now on the list at Highways and is being monitored. Cllr Sayer reported that the ditch needed to be kept clear to stop any flooding.

b) To receive an update regarding traffic issues in The Street.

Parking continues to be a problem and this will be monitored.

c) To receive an update in respect of a request for a dog bin on the Permissive Path route.

Council noted that Breckland wanted the bin to be sited either on the Old School Room wall or near to the phone box. Council agreed that the layby opposite the Old School Room would be most suitable and the Clerk will liaise with Breckland.

d) 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.

The Chairman, Vice Chair and Clerk had all attempted, on a number of occasions, to contact the County Councillor, Bill Borrett, regarding this matter and no response had been received. The support of the County Councillor will be required to take this forward and attempts will continue.

Council noted that the Dereham Friday bus service operator is considering a stop at Sparham Hill, in addition to the one in Well Lane.

e) To notify any new highway issues.

There were no new matters raised and Council were advised to report any matters arising to the Clerk immediately so they can be dealt with promptly.

8. The Village Green

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

The Chairman reported there was no update and matters at the Land Registry were taking much longer than usual.

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

Cllr McDonnell reported that the seeds/coverage was now planned and the seeds will be ordered. Work will start in March. An opportunity for some free fruit trees will be available in the Autumn and this will also be considered. Positive results had been obtained from the recent survey and Council agreed it was encouraging to know residents were in support of the project.

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

Council noted that costs will increase in 2022 and this has been reflected in the draft budget.

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

There were no new issues raised.

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

Council noted the inside of the box needs work and agreed that cleaning and painting will take place in the Spring/Summer when the weather is more suitable.

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

Council noted that an additional £500 needed to be raised and agreed that the precept should be increased to include this as the installation of a defibrillator was considered essential for the village.

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

Council agreed that a joint event in the village would be the most suitable way forward and will consult with the Old School Room Committee and the Church Council. A garden party and/or BBQ were considered.

12. To receive a report regarding access at Sparham Pools.

Council agreed that it was important that access to Sparham Pools needed to be secured into the future and the transfer of the Old Highway Surveyors Pit land to the Parish Council will once again be considered. A map and any related correspondence will be available for consideration at the March meeting.

13. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2022.

The financial report (attached) was noted.

b) To appoint an internal auditor for the year ending 31st March 2022.

Cllr Pryke proposed that Mrs Dann be appointed as internal auditor at a cost of £35 for the year ending 31st March 2022, this was seconded by Cllr McDonnell and unanimously agreed by Council.

c) To agree a budget and set the precept for the year ending 31st March 2023.

Council agreed the draft budget, with the addition of £500 for the defibrillator funding, and Cllr Pryke proposed that the precept for the year ending 31st March 2023 be set at £6,000. This was seconded by Cllr Sayer and unanimously agreed by Council.

d) To authorise financial payments as set out below.

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

• Clerk (Salary & Allowance: Oct - Dec)	£260.28
• HMRC – PAYE	£2.60
• Grass Contractor (Sept)	£75.00 (paid 4.10.2021)
• Grass Contractor (Oct)	£75.00 (paid 3.11.2021)
• Brisley PC – SLCC Membership	£11.70
• Clerk – Essential Update Seminar	£3.80
• Norfolk PTS – Cllr Induction Training	£40.00 (paid 4.10.2021)
• Website Annual Renewal (Refund to Clerk)	£106.06

14. Correspondence for circulation

Council noted the Public Consultation re the draft regional Transport Strategy for the East.

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

There were no new items received for the next agenda.

16. To note the meeting dates for 2022.

Council noted the meeting dates for 2022.

- Tuesday 8th March
- Tuesday 10th May (Annual Meetings)
- Tuesday 13th September

17. To note the next meeting of the Parish Council will be held on Tuesday 8th March 2022, at 7.30pm in the Old School Room.

Council noted the date of the next meeting and the meeting then closed at 8.33pm.

Signed:

Date:

FINANCIAL REPORT - JANUARY 2022							
<i>**includes payments awaiting authorisation at this meeting</i>							
BUDGET UPDATE	Budget	To date	%				
	2021/22						
PAYMENTS**			Paid				
Admin	1190.00	1145.91	96%				
Salary	960.00	698.64	73%				
Open Spaces*	525.00	600.00	114%				
Permissive Pathway	160.00	0.00	0%				
Bus Shelter	50.00	0.00	0%				
Phone Box	0.00	231.26					
Donations	625.00	525.00	84%				
TOTAL	3510.00	3200.81	91%				
RECEIPTS			Received				
Precept	5000.00	5500.00	110%				
Admin	150.00	150.00	100%				
Bank Interest	0.00	0.61					
Grants	0.00	500.00					
TOTAL	5150.00	6150.61	119%				
SURPLUS/DEFICIT	1640.00	2949.80					
<i>*Amended to reflect updated 2021 costs which were not available when budget was set</i>							
Admin Budget 2021/22	Budget	Paid to date	Receipts	Budget	R'cvd to date		
Insurance	625	613	OSR	150	150		
Website	110	194					
ICO	35	35					
Office Allowance	120	90					
Audit	225	13					
Training	50	146					
SLCC/NPTS Membership	15	57					
Expenses inc Zoom	0						
Elections/Legal	0						
Postage	10						
TOTAL	1190	1148	TOTAL	150	150		

Balance as at 01.04.2021	6859.98
Less Payments	2,818.44
Plus Receipts	6,228.59
TOTAL	10,270.13
Balance as at 29.12.2021	
Current Account	854.81
Business Account	9,415.32
TOTAL	10,270.13
Including:	
Village Green Reserve	500.00
Wall Repairs Reserve	1,491.00
Defibrillator Reserve	1,000.00
Milestone Reserve	60.00
GENERAL RESERVE	7,219.13