

SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held at 7.30pm on Tuesday 8th November 2022 in the Old School Room, Sparham.

Present: Cllr Leona McConnell (Chairman)
Cllr Charles Sayer
Cllr David Chapman
Cllr David Sayer

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

In the absence of Cllr Pryke, Cllr McConnell took the chair and welcomed everyone to the meeting. Apologies received from Cllr Pryke were approved.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 28th September 2022.

Cllr McConnell 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.

4. County & District Councillor Reports.

In the absence of either councillor, there were no reports.

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 consideration.

b) Decisions to note.

There were no decisions to note.

c) Pre-Planning Consultation Anglian Water NR159

The application was noted by Council.

7. 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 noted that the speed traps are still awaited but will continue to be chased up.

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

Council noted that, although the works were delayed, it is possible they may be carried out in the near future.

c) To receive an update regarding litter at the bridge on the Lyng Road.

Council noted that no response had been received from Lyng Parish Council to the offer of support and agreed to remove this item from the agenda.

d) To notify any new highway issues.

There were no new highway issues raised.

8. The Village Green

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

Cllr McConnell reported that a second grant of £1,500 had been received from Breckland and this had been used for the purchase of more seeds which will be planted next spring, swift boxes and hedgehog boxes, the latter of which will need to be made badger proof.

Cllr Sayer advised that the area can be left over winter but any docks, thistles, nettles or brambles should be removed.

Council agreed that small packets of the seed mix could be offered to local residents to encourage more wildlife throughout the village.

Cllr McConnell reported that she had received positive feedback from residents regarding the project.

b) To consider a request to install a memorial bench.

Council agreed that a memorial bench to two local residents who had been very active in the community was a wonderful idea but were unsure of where it should be sited. It was agreed to have a meeting with the family.

c) 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.

In the absence of Cllr Pryke, there was no update.

10. To consider a further funding requirement for a village defibrillator.

Council noted that, due to escalating costs, an additional £332.50 was required for the purchase of the defibrillator. Cllr Chapman proposed that Council fund this, together with any installation costs, this was seconded by Cllr Charles Sayer and unanimously agreed by Council.

Cllr McConnell volunteered to carry out the necessary checks and training, via zoom, will be offered to residents.

11. To consider planting a Queen Elizabeth II Memorial Orchard on the Village Green.

Council agreed a small orchard would be a good addition on the Village Green and compliment the wildflower project. Cllr Charles Sayer proposed an application for ten fruit trees be submitted, with six planted on the green and four offered to local residents, this was seconded by Cllr Chapman and unanimously agreed by Council.

12. Finance & Governance Matters

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

The financial report, attached, was noted.

b) To consider approval of an updated Asset Register.

Council noted that the recent e-valuation had resulted in an increase in value of the Old School Room. The insurance cover had been increased, at no additional premium for this year, and the asset register updated. Cllr McConnell proposed that the updated Asset Register be approved, this was seconded by Cllr Chapman and unanimously agreed by Council.

c) To consider an increase in monthly hours for the Clerk.

Cllr McConnell proposed approval of the increase, this was seconded by Cllr Chapman and unanimously agreed by Council.

d) To review the Permissive Pathway arrangements.

Cllr Charles Sayer, the landowner, reminded Council of the history of this arrangement in that the paths had previously been funded by DEFRA under the Countryside Stewardship Scheme which had been withdrawn. There seemed no likelihood at present that a replacement scheme would be introduced. However, Cllr Sayer said he was happy to continue with the arrangement. The Chairman thanked Cllr Sayer and said it was a much appreciated benefit for the village.

e) To consider increasing the grass cutting donation to the PCC by 10%.

Cllr Chapman proposed that, given the higher fuel costs, the donation to the PCC for grass cutting be increased by 10% to £578 per annum, this was seconded by Cllr Charles Sayer and unanimously agreed by Council.

f) To consider the draft budget and approve the precept for the year ending 31st March 2024.

Council agreed that high inflation was a challenge for everyone and any increase was unwelcome, but, given increasing costs, a small increase in the precept was necessary. Cllr McConnell proposed that the precept be increased by £500 to £6,500, this was seconded by Cllr Chapman and unanimously agreed by Council.

Council noted that this increase would result in an annual cost of less than £4.00 per annum for a Band D taxpayer.

g) To authorise financial payments as set out below.

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

• Clerk (Salary & Allowance) Oct	£90.53
• Clerk (Salary & Allowance) Nov	£90.53
• Grass Contractor (September)	£80.00
• Old School Room E-Valuation	£150.00
• Wildlife Project Seeds	£1302.40
• RSPB (Wildlife Boxes etc)	£180.98
• SLCC Membership (refund to Brisley)	£11.18
• Hill & Vale Donation	£103.00
• Grass Contractor (October)	£80.00
• Clerk – Pay Award Arrears	£153.97
• AED Donate Defibrillator	£1599.00

13. Correspondence for circulation

Council noted the extension of the Minerals and Waste consultation but that there were no sites nearby.

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

Cllr Chapman requested that consideration of a Village Bonfire Night be added to the next agenda.

Cllr Charles Sayer requested that the District and County Councillors be contacted and asked to attend more regularly.

15. To note the next meeting of the Parish Council will be held on Tuesday 14th February 2023, at 7.30pm in the Old School Room.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.18pm.

Signed: _____

Date: _____

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023
FINANCIAL REPORT - NOVEMBER 2022

**includes payments as listed on the agenda*

BUDGET UPDATE	Budget	To date	%
	2022/23		
PAYMENTS*			Paid
Admin	1,267	866.99	68%
Salary	990	660.04	67%
Open Spaces	560	480.00	86%
Permissive Pathway	160	0.00	0%
Bus Shelter	50	0.00	0%
Phone Box	-	0.00	0%
Defibrillator	1,000	0.00	
Donations	625	628.00	100%
TOTAL	4,652	2635.03	57%
WILDFLOWER PROJECT	2,000	1,821.38	
RECEIPTS			Received
Precept	6,000	6000.00	100%
Admin	150	0.00	0%
Bank Interest	-	3.74	
Grants	-	1500.00	
TOTAL	6,150	7503.74	122%
SURPLUS/DEFICIT	1498.00	4868.71	

Balance as at 01.04.2022	8630.41
Less Payments @ 28.10.2022	4,299.70
Plus Receipts @ 28.10.2022	7,568.71
TOTAL	11,899.42
Balance as at 28.10.2022	
Current Account	433.96
Business Account	11,465.46
TOTAL	11,899.42
Including the following reserves:	
Village Green Project	178.62
Wall Repairs	3,183.00
Defibrillator	1,000.00
GENERAL RESERVE	7,537.80

Admin Budget 2022/23

Payments	Budget	Paid to date	Receipts	Budget	R'cvd to date
Insurance (inc Valuation)	625	646	OSR	150	
Website	92		TOTAL	150	0
ICO	35	35			
Office Allowance	120	80			
Audits	235	35			
Training	80				
SLCC/NPTS Membership	70	72			
Stationery etc	10				
Elections/Legal	0				
TOTAL	1267	868			