

SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held virtually at 7.30pm on Tuesday 9th March 2021.

Present: Cllr Adam Pryke (Chairman)
Cllr Charles Sayer
Cllr Leona McDonnell

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies from Cllr David Sayer were approved.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 12th January 2021.

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

4. County & District Councillor Reports.

There were no reports from County & District Councillors.

5. Meeting open for public participation.

There were no members of the public present.

6. To receive an update regarding the vacancy for a parish councillor.

Cllr Pryke reported that due to the resignation of Cllr Bolderston there was now one vacancy for a parish councillor. The vacancy will be published in the Hill and Vale and it was hoped that a volunteer would come forward.

7. Planning issues.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

There were no decisions to note.

8. Highway issues.

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

The pond dredging works have been programmed but, more importantly, the pond outlet needs clearing to allow the flow of water.

b) To receive an update re the broken Sparham sign on the westbound A1067.

This has been reported to Highways and will be repaired in due course; some highway works have been delayed by the Covid situation.

c) To receive an update on the suggestion to close Grove Lane, making a quiet lane.

A response from C/Cllr Borrett was awaited in respect of this suggestion.

d) To notify any new highway issues.

The Chairman reported there were many potholes around the village and advised Council members to report on the Highways Defect Website.

One fallen tree had been cleared by a local farmer, following which the Chairman had tidied up the road. Cllr Sayer will inspect one other tree which may be leaning although it does appear to be healthy.

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

The agreement will be signed once the self isolation period of one signatory ends.

The Chairman once again thanked the landowner and stressed what an important asset the paths had been to both Sparham and Lyng, particularly during lockdown. The paths were well used and the dog fouling problem appears to have improved.

Cllr Sayer will ensure any gate repairs are carried out and Council will purchase two 'cattle grazing' signs.

10. The Village Green

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

No update was available, remitted to the next meeting.

b) To receive a report regarding the wildflower project.

No update was available, remitted to the next meeting.

c) To receive a report re the grass cutting contract for 2021.

There was nothing to report in respect of the grass cutting contract. Cllr Pryke volunteered to liaise with the grass contractor, following the resignation of Cllr Bolderston who had previously carried out this role.

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

There were no new issues raised.

11. To consider any works to the Sparham Phone Box, including the installation of a defibrillator.

Cllr McConnell reported that the organisations funding defibrillators for communities remain on lockdown but this will be progressed as things return to normal.

12. Finance & Governance Matters

a) To receive a financial report for the year 31st March 2021.

The report was noted. The Chairman suggested that a further amount be put aside for the village wall repairs as there was an urgent need for the works and this will be considered at the May meeting.

b) To consider any charitable donations.

Cllr Pryke proposed a donation of £100 to the Norfolk Citizens Advice, this was seconded by Cllr McConnell and agreed by Council.

c) To receive an update re the new Sparham Website – www.sparhampc.info

The new Sparham website was live and will be advertised in the Hill and Vale. As well as parish council information, it will be used for advertising events etc at the Old School Room.

d) To review and consider approval of the following policy documents.

Cllr Pryke proposed that the following documents be approved, this was seconded by Cllr Sayer and agreed by Council.

- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy
- Code of Conduct
- Information & Data Protection Policy
- Publication Scheme
- Retention and Disposal Policy

e) To authorise financial payments as set out below.

Cllr Pryke proposed that the following documents be approved, this was seconded by Cllr McConnell and agreed by Council. Council agreed to delay payment to the PCC, subject to discussions regarding the grass cutting at the church -see item 13.

• Clerk (Salary & Allowance: Jan - March/Expenses)	£258.74
• HMRC	£25.40
• Donation to PCC (Grass Cutting)	£525.00
• New Website – Wix Plan Fees (refund to Clerk)	£86.40
• New Website – Clerk (Additional Hours)	£112.70
• Norfolk Citizens Advice	£100.00

13. Correspondence for circulation

Council noted the following correspondence and no actions were required.

- Greater Norwich Local Plan Regulation 19 Publication
- Email from NALC re Extension of Regulations to hold Virtual Meetings & Date of 2021 Annual Meetings.

An email from the PCC had been received in response to the Parish Council letter which had proposed that the Parish Council take over some of the management of the Churchyard, specifically grass cutting of the section at the approach to the church, leaving the wildflower area for the PCC to manage. It was agreed to set up a site meeting with the PCC to discuss further.

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

There were no new items raised for the next agenda but Council noted the high increase in litter all around the village and were grateful to the residents who helped to keep Sparham tidy by clearing it up.

15. To note the Annual meeting of the Parish Council will be held on Tuesday 11th May 2021, following the Annual Parish Meeting, commencing at 7.30pm at the Old School Room, subject to any Covid restrictions.

Council noted the date of the next meeting and the meeting then closed at 8.20pm.

Signed:

Date:
