

SPARHAM PARISH COUNCIL

Minutes of the annual meeting of Sparham Parish Council held, at 8.00pm on Tuesday 25th May 2021, following the Annual Parish Meeting, in the Old School Room.

Present: Cllr Adam Pryke (Chairman)
Cllr Leona McConnell (Vice Chair)
Cllr Charles Sayer
Cllr David Sayer
Cllr David Chapman

Sheryl Irving (Clerk)

1. Election of Chairman and signing of declaration of acceptance of office form.

Cllr Charles Sayer proposed that Cllr Adam Pryke be re-elected as Chairman, this was seconded by Cllr McConnell and agreed by Council. Cllr Pryke duly signed his acceptance of office form but informed Council he would like to stand down sometime in the future.

2. Election of Vice-Chairman and signing of declaration of acceptance of office form.

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

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, there no apologies for absence.

4. To consider the co-option of a new member to the Council.

Mr David Chapman gave a brief introduction, following which Cllr David Sayer proposed that he be co-opted onto the Council, this was seconded by Cllr Pryke and agreed by Council. Cllr Chapman duly signed his acceptance of office form and was welcomed onto the Council by the Chairman.

5. To receive any declarations of interest.

There were none received.

6. To approve the minutes of the meeting held on 9th March 2021.

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

7. County & District Councillor Reports.

There were no reports further to those presented at the preceding Annual Parish Meeting.

8. Meeting open for public participation.

There were no members of the public present.

9. Planning issues.

a) Applications for consideration.

There were no applications for Council to consider.

b) Decisions to note.

Council noted the following application had been approved - 3PL/2021/0506/HOU – 3 Woodland Court - new front porch, single storey side extension, two storey rear extension replacing conservatory, and new carport attached to garage.

c) To consider an invitation to receive a Breckland presentation: Housing for Local People.

Council considered the option of a presentation but did not consider there was any suitable land in Sparham so declined the offer.

10. 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 work was yet to be done but it was noted that as the ditch taking the water away was now clear there was no issues currently with flooding. It was agreed to request Highways to programme the ditch clearance annually.

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

This had been reported to Highways but the repair was yet to be done.

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

Council noted that the Quiet Lanes project had been discontinued and, in addition, there was no Highways budget for this type of work. The parishioner who had suggested this idea will be informed that it cannot go ahead.

d) To notify any new highway issues.

Council noted that potholes, once reported onto the Highways system, were being repaired promptly. There were no new issues raised.

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

Council noted that the agreement had been signed by the landowners and will now be forwarded to Lyng Parish Council for their signatures, everything will then be in order.

12. The Village Green

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

The Chairman reported there was no update and he will chase this up.

b) To receive a report regarding the wildflower project and an application for Lottery funding.

Cllr McConnell gave a brief report regarding the planned wildflower project on the Village Green which would promote wildlife and add an area of interest for local community, particularly the younger children and the older population. She had put together a lottery application and requested Council's agreement to submit it; Council were in full support of the application.

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

The Chairman had met with the PCC representative and been able to take forward a cutting plan for the churchyard, which was not simple as the wildflowers were not at one specific area nor one specific time of year. However, they had agreed to meet with the grass contractor when he is next in the village to agree a plan to preserve the wildflowers. It had been agreed to tidy up the driveway, which will need more gravel this year.

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

There were no new issues raised.

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

Cllr McConnell reported that she had been unable to take forward the British Heart Foundation application as they had now closed the scheme, due to Covid. However, other options were available and these will be investigated.

Council agreed the phone box required a tidy up and the Chairman will approach a local person, who had helped previously with this job. It was also noted that some of the glass may need replacing.

14. Finance & Governance Matters

a) To receive financial reports for the years ending 31st March 2021 and 31st March 2022.

Council noted both financial reports (attached) and no queries were raised.

b) To appoint a new bank signatory, following the resignation of Cllr Bolderston.

Cllr Pryke proposed that Cllr McConnell be appointed as the new signatory, this was seconded by Cllr Chapman and agreed by Council.

c) To consider the 2020/21 donation of £525 to the PCC, following the meeting regarding the wildflower area in the churchyard.

Council agreed to hold this in abeyance until such time as the plan had been put in place, there was a possibility that the donation may need to be increased.

d) To note the renewal of the Council insurance Scheme.

Council noted that the insurance scheme had renewed on the 1st May 2021 and cover remained relevant. This is the final year of a three-year deal.

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

Council noted the internal auditors report and that everything was in good order with no recommendations made.

f) To approve the annual governance statement in the 2020-21 Annual Return.

Cllr Pryke proposed approval of the annual governance statement, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the statement.

g) To approve the Statement of Accounts in the 2020-21 Annual Return.

Cllr Pryke proposed approval of the statement of accounts, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the statement.

h) To consider certification of exemption from a limited assurance review under Section of the Local Audit (Smaller Authorities) Regulations 2015 or to request an external audit.

Council noted that they had been selected as part of a random 5% sample for an intermediate review but agreed there was no need. Accordingly, Cllr Pryke proposed approval of the certificate of exemption, this was seconded by Cllr McConnell and agreed by Council. The Chairman duly signed the certificate.

i) To authorise financial payments as set out below.

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

• Clerk (Salary & Allowance: Apr - June)	£260.28
• HMRC	£2.60
• Clerk – Training – The Planning System	£7.33
• Internal Auditor	£13.00
• Grass Contractor (March & April)	£150.00
• Council Insurance (Year 3 of 3)	£612.09 (paid 19.4.21)
• New Website – Professional Fees	£90.00 (paid 6.4.21)
• ICO Data Protection Fee	£35.00 (direct debit)

15. Correspondence for circulation

Council noted the following correspondence but no action was required - Norfolk Vanguard Offshore Wind Farm – update and information re the Community Benefit Fund.

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

There were no new items received for the next agenda.

17. To note the next meeting of the Parish Council will be held on Tuesday 14th September 2021, at 7.30pm in the Old School Room.

Council noted the date of the next meeting and the meeting closed at 8.47pm.

Signed:

Date:

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2021
FINANCIAL REPORT - 31st MARCH 2021

BUDGET UPDATE	Budget	To date	%
	2020/21		
PAYMENTS			Spent
Admin	1165	907.18	78%
Salary*	971	1,016.54	105%
Open Spaces	500	507.97	102%
Permissive Pathway	160	260.00	163%
Donations	625	100.00	16%
TOTAL	3421	2,791.69	82%
RECEIPTS			Received
Precept	5000	5,000.00	100%
Admin	150	250.00	167%
Bank Interest	0	2.41	
Grants	0	0.00	
TOTAL	5150	5,252.41	102%
SURPLUS/DEFICIT	1729	2,460.72	

Balance as at 01.04.2020	4442.06
Less Payments	2,834.49
Plus Receipts	<u>5,252.41</u>
TOTAL	<u>6,859.98</u>
Balance as at 31.03.2021	
Current Account	504.85
Business Account	6,355.13
TOTAL	<u>6,859.98</u>
Including:	
Donation to PCC	525.00
Wall Repairs Reserve	1,491.00
Defibrillator Reserve	1,000.00
Milestone Reserve	<u>60.00</u>
GENERAL RESERVE	<u>3,783.98</u>

*Budget amended to include additional hours for website build.

SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2022
FINANCIAL REPORT - MAY 2021

BUDGET UPDATE	Budget	To date	%
	2021/22		
PAYMENTS			Paid
Admin	1190.00	787.42	66%
Salary	960.00	232.88	24%
Open Spaces*	525.00	150.00	29%
Permissive Pathway	160.00	0.00	0%
Bus Shelter	50.00	0.00	0%
Donations	625.00	0.00	0%
TOTAL	3510.00	1170.30	33%
RECEIPTS			Received
Precept	5000.00	2750.00	55%
Admin	150.00	0.00	0%
Bank Interest	0.00	0.00	
Grants	0.00	0.00	
TOTAL	5150.00	2750.00	53%
SURPLUS/DEFICIT	1640.00	1579.70	

Balance as at 01.04.2021	6859.98
Less Payments	702.09
Plus Receipts	<u>2,768.40</u>
TOTAL	<u>8,926.29</u>
Balance as at 29.04.2021	
Current Account	421.16
Business Account	8,505.13
TOTAL	<u>8,926.29</u>
Including:	
Donation to PCC (2020/21)	525.00
Wall Repairs Reserve	1,491.00
Defibrillator Reserve	1,000.00
Milestone Reserve	<u>60.00</u>
GENERAL RESERVE	<u>5,850.29</u>

*Amended to reflect updated 2021 costs which were not available when budget was set.