

SPARHAM PARISH COUNCIL

**The Annual Meeting of the Council will be held on Tuesday 25th May 2021,
following the Annual Parish Meeting commencing at
7.30pm in the Old School Room.**

***We will adhere to Covid safe regulations.
Please follow any instructions and wear a mask.***

*Sparham Parish Council welcomes the public and press to its meetings.
You may address the Council during the public participation session
but standing orders do not allow you to join in the debates.*

AGENDA

1. Election of Chairman and signing of declaration of acceptance of office form.
2. Election of Vice-Chairman and signing of declaration of acceptance of office form.
3. Welcome and apologies for absence.
4. To consider the co-option of a new member to the Council.
5. To receive any declarations of interest.
6. To approve the minutes of the meeting held on 9th March 2021.
7. County & District Councillor Reports.
8. Meeting open for public participation.
9. Planning issues:
 - a) Applications for consideration.
 - Any applications received following the publication of the agenda.
(<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>)
 - b) Decisions to note.
 - 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 – APPROVED.
 - c) To consider an invitation to receive a Breckland presentation: Housing for Local People.
10. Highway issues.
 - a) To receive an update on blocked drain on corner near bus shelter (dredging of pond and request for permanent ditch)
 - b) To receive an update re the broken Sparham sign on the westbound A1067.
 - c) To receive an update on the suggestion to close Grove Lane, making a quiet lane.
 - d) To notify any new highway issues.
11. To receive an update in respect of the Permissive Access Path Agreement.

12. The Village Green
- a) To receive an update regarding the Land Registry application.
 - b) To receive a report regarding the wildflower project and an application for Lottery funding.
 - c) To receive a report re the grass cutting contract for 2021.
 - d) To consider any new issues relating to the Village Green.
13. To consider any works to the Sparham Phone Box, including the installation of a defibrillator.
14. Finance & Governance Matters
- a) To receive financial reports for the years ending 31st March 2021 and 31st March 2022.
 - b) To appoint a new bank signatory, following the resignation of Cllr Bolderston.
 - c) To consider the 2020/21 donation of £525 to the PCC, following the meeting regarding the wildflower area in the churchyard.
 - d) To note the renewal of the Council insurance Scheme.
 - e) To receive the internal auditors report and consider any recommendations.
 - f) To approve the annual governance statement in the 2020-21 Annual Return.
 - g) To approve the Statement of Accounts in the 2020-21 Annual Return.
 - 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.
 - i) To authorise financial payments as set out below:

• Clerk (Salary & Allowance: Apr - June)	£TBC
• 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
(anything received after the agenda has been published will be circulated at the meeting)
- Norfolk Vanguard Offshore Wind Farm
16. To receive any new items 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.

Sheryl Irving
Clerk to the Council
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Tuesday 18th May 2021