

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 8.00pm
ON TUESDAY 5th SEPTEMBER 2023**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr P Rowe
Mr K Harkin-Perry
Mr P Daly
Mr S Cullington
Mrs S Holland
Mr J Hancock

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) Councillor Roper reported that NCC Highways had now produced their feasibility report for the B1150/Crostwick Lane junction improvements. The Parish Council need to decide what their preferred option would be. The next step will be to share the report with the wider public and look into funding options for this project.

Broadland District Council (BDC). Councillor Holland reported that Broadland District Council is doubling its Ward Members' grant funding to £1,000 and creating a Community Grant Fund Panel to enable its Councillors to each award £1k-£15k to community groups.

Councillor Field asked how this information could be communicated to Spixworth residents, Councillor Holland suggested a leaflet drop and to add information to our website and social media page.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent and accepted by the Council.

2. DECLARATIONS OF INTEREST

None

3. CO-OPTION OF PARISH COUNCILLORS

Mr J Hancock was co-opted to serve on the Council and signed the Declaration of Acceptance of Office.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on the 4th of July 2023. Were agreed proposed by Councillor Knight and seconded by Councillor Daly and signed off by the Chairman as a true record.

5. TO RECEIVE MONTHLY ACTION PLAN UPDATE.

The clerk circulated an updated report to the council. Councillor Field requested an update on the green open space on Chestnut Avenue with regards to re planting the donated Oak Tree there. Councillor Holland advised that she is speaking with officers at Broadland regarding the ongoing maintenance on the green and will come back with an update at the next meeting. If it is not feasible to plant the oak tree the council can look at other amenity land.

6. GOVERNANCE

6.1 The clerk circulated the current policy list for Spixworth Parish Council for review. Councillor Knight advised that various staffing policies could be merged into a staff handbook. Councillor Holland advised that the council does not have a grant aid policy as it is public money which cannot be used on individual grants. Councillor Knight advised that there are a lot of policies that are not needed and asked the clerk to check the NALC website for model policies. The council agreed for the chairman and clerk to work through the policy and update where necessary.

6.2 The clerk circulated a hard copy of the Governance Options report drafted by Councillor Knight. The report detailed the council's responsibility to provide oversight for all its functions and duties. Councillor Knight noted that he felt a council this size was not big enough to implement sub committees. Councillor Knight proposed to set up a working group to look at the council finances and a working group for staffing matters. Councillor Holland, Councillor Field, Councillor Knight, Councillor Rowe and Councillor Hancock agreed to be part of these working groups. The clerk was advised to move this item for further discussion at the next parish council meeting.

7. FINANCE

7.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 5th September 2023 were agreed.

The clerk asked if payment of August invoices can be made prior to the September meeting. Councillor Knight confirmed that if the Parish Council already have a contract in place with the supplier payment can be made.

7.2 Bank Reconciliation as of the 31st July and the 31st of August 2023 was agreed.

7.3 Councillor Knight discussed the quarterly budget sheet and precept amount with the council. Councillor Holland question whether the council could raise the precept with the amount that is already in the bank accounts.

7.4 Going forward Councillor Knight suggested that a working group is set up to monitor the council finances. This will be replaced with the current Finance and General Purpose Committee. The budget process will start in October to then be agreed at the December Parish Council Meeting.

APPROVED PAYMENTS FOR JULY/AUGUST 2023

12/07/2023	Web Hosting	1&1 Internet	12.00
19/07/2023	Street light Energy June 2023	N Power	2,541.29
21/07/2023	Administration Officer Wages July 2023	Mrs M Orford	974.40
21/07/2023	Parish Clerk Wages July 2023	Mrs C Lake	1,440.21
24/07/2023	Parish Council Office Electric	ENGIE	42.74
31/07/2023	Pension Contribution June 2023	Norfolk Pension Fund	805.63
31/07/2023	Pension Contribution July 2023	Norfolk Pension Fund	805.63
01/08/2023	HMRC Tax Payment July 2023	HMRC	454.64
01/08/2023	HMRC Tax Payment June 2023	HMRC	454.24
01/08/2023	Village Keeper July 2023 Wages	Mr C Chaney	333.40
07/08/2023	Tree work carried out on dead tree adj to 63 Cedar Avenue	Lloyd Southon Treecare and Conservation	300.00
11/08/2023	Web Hosting Fee	1&1 Internet	12.00
18/08/2023	Telephone and Broadband	BT	282.03
23/08/2023	Parish Council Office Electric	ENGIE	50.77
23/08/2023	Street Light Energy July 2023	N Power	2,465.08
23/08/2023	Parish Clerk Wages August 2023	Mrs C Lake	1,412.05
23/08/2023	Administration Officer Wages Aug 2023	Mrs M Orford	969.49
23/08/2023	M Orford Expenses	Mrs M Orford	13.37
31/08/2023	Village Keeper August 2023 Wages	Mr C Chaney	333.40

Outstanding 2023 Payments agreed at the September 2023 meeting.

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
6/9/2023	IONOS	PC Web Hosting and website domain name	35.98
6/9/2023	Parish Online	Annual Mapping System Subscription	108.00
6/9/2023	Norfolk Pension Fund	August 2023 Contributions	795.25
6/9/2023	HMRC	August 2023 Contributions	438.77
6/9/2023	Mayday	Printer Maintenance Support June-July	63.43
6/9/2023	Cozens	June Street light Maintenance	102.00
6/9/2023	Garden Guardian	July Parish Grass Cutting	1386.00
6/9/2023	Cozens	July Street light Maintenance	102.00
6/9/2023	BNP Paribas	Printer Lease Aug-Nov	136.15
6/9/2023	Mayday	Printer Maintenance Support July-August	60.04
6/9/2023	Spixworth Village Hall	Meeting Room Hire-July	20.00
6/9/2023	Garden Guardian	June Parish Grass Cutting	933.12

8.TO RECEIVE UPDATE ON STRATEGIC PLAN.

The clerk circulated a document which was produced by Councillor Field detailing information on a strategic plan for the next 4 years. The document was brought to the meeting for comments by the council. Councillor Knight noted that there is a lot we would like to do to improve Spixworth but would need to decide how this would be funded. Councillor Daly thanked Councillor Field for all his effort hard work in producing this document. Councillor Knight made comment that if the council were happy with the content of the document then it would continue to work through the plan.

9.TO AGREE PLANNING SCHEME OF DELEGATION.

The clerk circulated a document produced by Councillor Knight. The document detailed when there is a need for a resolution on planning applications which need to be considered prior to a Parish Council meeting. Although a rare occurrence currently there is no mechanism in place to allow the clerk to respond to the District Council without first having a resolution from the council beforehand.

To try and avoid this Councillor Knight advised that a scheme of delegation can be approved which allows the clerk to respond on behalf of the council if properly recorded after consultation with the Chairman and councillors.

Councillor Holland stated that the council cannot make a decision on a planning application unless it has been agreed by full council. Councillor Knight proposed that the council adopt this delegation, Councillor Field and other council members agreed, Councillor Holland abstained.

10. PLANNING MATTERS

Ref:2023/2136

Location: Subdivision of 321 Buxton Road, Spixworth.

Proposal: Erection of dwelling and garage.

Comments: Comment date extended, NCC Highways have not refused application nor do they have concerns. Parish Council commented that the proposal does not comply with neighbourhood plan provisions in terms of parking.

11. HIGHWAY MATTERS

11.1 The council discussed the Parish Partnership bid scheme for 2024/25. Due to the schemes that would be accepted by Norfolk County Council Highways the council suggested to either install another slow down village sign or place a bus shelter after the Buxton Road NDR bridge. Clerk to contact Highway Engineer to discuss options.

11.2 Norfolk County Council Highways have produced their feasibility study for the B1150/Crostwick Lane Junction safety scheme. Councillor Knight suggested that the council put forward their preferred option to have a traffic light system in place with a pedestrian crossing. Councillor Field and Councillor Holland both agreed that traffic lights would be the most sensible option. The chairman proposed to support the option of traffic lights Councillor Holland seconded this all the council were in favour. The next steps would be establish the exact costs for the scheme and to look into funding options. The Parish Council could potentially put money towards the scheme using CIL money.

Councillor Knight suggested that the Parish Council hold a meeting with the Highway Engineer to find out more details concerning timescale and funding options. Councillor Roper and Councillor Holland will also be looking at funding options with the cabinet member of Highway and infrastructure Graham Plant and local MP Jerome Mayhew.

The Council also mentioned re-positioning the Spixworth road sign to be placed before the Orbit Home developments on Buxton Road. Councillor Roper advised the Clerk to speak with the Highway Engineer Richard Pearson.

12. AMENITY MATTERS.

12.1 A resident has reported on several occasions problems with vehicles parking outside his property or turning around at the entrance to Greg's Meadow on Russell Avenue. The resident asked if the council would put a lockable barrier up to prevent vehicles coming on to the entrance part of Greg's Meadow. The council advised that they cannot spend public money to install a barrier for one resident, Anglia Water also need continuous access to the substation.

12.2 The council agreed to retain the old play horse for the play area located on the playing field to be used as a feature with potted plants. The play company HAGS agreed to re spray the horse as a gesture of good will.

12.3 The council agreed to the terms stated on the transfer deed for the amenity land that was circulated on the 17th July 2023 from Hopkins Homes solicitors. Formal documents will be sent in due course to officially sign the amenity land on Crostwick Lane over to the Parish Council. Councillor Field advised that he will share a document he produced detailing ideas for the amenity land.

13. ALLOTMENTS

The parish council are waiting on Norse to finish the allotment remedial works. Once completed the allotments can then be leased. The clerk will contact parishioners who have been assigned a plot.

14.. TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 7th of November 2023

There being no further business the Chairman closed the meeting at 10:00pm