

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 8.00pm
ON TUESDAY 4TH JULY 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

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) In the absence of County Councillor Dan Roper, Councillor Holland reported that publication of the feasibility study for North Walsham Road/Crostwick Lane junction safety is expected to be received by the end of July 2023 along with a cost analysis. NCC advised that due to inflation the cost is now expected to be around 1 million. Councillor Holland and Councillor Roper will be discussing this increase in cost with NCC Highway members. The Parish Council requested that Councillor Holland as District Councillor push the matter through as a priority.

Drainage work on Buxton Road has been planned for January 2024.

Broadland District Council (BDC).Councillor Holland reported that Broadland District Council have introduced a new telephone system and requested feedback for people to share their experiences and preferences to help shape the future of their customer service.

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

None

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on the 6th of June 2023. Were agreed proposed by Councillor Knight and seconded by Councillor Field and signed off by the Chairman as a true record.

5. TO RECEIVE ACTION PLAN UPDATE.

Councillor Knight has requested that the clerk circulate an update of the Parish Council action plan on a monthly basis.

6. FINANCE

6.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 4th July 2023 were agreed. Proposed by Councillor Knight and seconded by Councillor Rowe.

6.2 Bank Reconciliation up to the 28th of June 2023 was agreed.

The council asked the clerk to the interest rate on the BDC deposit account and report back at the next meeting.

Councillor Field asked if the clerk to send information relating to the councils CIL and S106 monies.

6.3 The clerk presented the council with a quote to deal with a dead tree located on parish land adjacent to 63 Cedar avenue. The council agreed to dismantle and fell the tree and for the stump to be grounded out at a cost of £250+VAT.

6.4 The council reviewed the signatories for the Parish Council bank account. It was agreed that Councillor Knight and Councillor Field as the new chair and vice chairman should be signatories and to remove the current signatories Councillor Barrell and Councillor Holland.

APPROVED PAYMENTS FOR JUNE 2023

13/06/2023	IONOS 1 &1	Web Hosting	10.31
15/06/2023	Safety Signs 4 Less	No Dog Signs for Greg's Meadow	29.00
19/06/2023	N Power	Street Light Energy May 2023	1,119.32
23/06/2023	Mrs C Lake	Parish Clerk Wages June 2023	1,440.41
23/06/2023	Mrs M Orford	Administration Officer wages June 2023	969.49
23/06/2023	ENGIE	Parish Council Office Electric	66.86

Outstanding June 2023 Payments agreed at the July 2023 meeting.

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
5/7/2023	Spixworth Village Hall	June Meeting Room Hire	44.00
5/7/2023	Spixworth Village Hall	Annual Parish Council Office Rent	925.00
5/7/2023	DCM Surfaces	Wetpour for Play Area (Previously agreed as part of play area upgrade total)	26,546.50
5/7/2023	Steve Cullington	Erecting and removing PC Coronation Bunting on Village Hall	130.00
5/7/2023	Spixworth Village Hall	April Meeting Room Hire	40.00
5/7/2023	Rospa	Orchard Road and Greg's Meadow Annual Play Equipment Inspection.	184.20
5/7/2023	Mayday	Printer Maintenance Support	162.83
5/7/2023	Cozens	May Street light Maintenance	102.00
5/7/2023	Garden Guardian	May Grass Cutting	835.44
5/7/2023	Lloyd Southon Tree Care	Cut back tree adj to 84 Crostwick Lane (previously agreed)	300.00
23/7/2023	Mrs M Orford	July 2023 Wages (Part Paid by VH)	970.00
23/7/2023	Mrs C Lake	July 2023 Wages	1,500 est
31/7/2023	Mr C Chaney	July 2023 Wages	417.00

7. TO RECEIVE UPDATE ON STRATEGIC PLAN

Councillor Knight reported that the first Strategic Plan working group was held remotely on the 13th June. Councillor Knight, Councillor Rowe, Councillor Field and Councillor Daly discussed the following matters, Parish Council governance and decision-making processes, analysis of the Neighbourhood Plan to draw on existing priorities and information and Trustee business. Councillor Knight advised the council that everyone is welcome to join the group. Councillor Holland commented that the working group should only be for discussion and all information should be fed back to the parish council to make a decision.

Councillor Rowe noted that Spixworth Neighbourhood Plan is to be reviewed every 5 years.

8.PLANNING MATTERS

Councillor Rowe was nominated to be the lead for checking planning applications and feeding back any concerns to the council.

Councillor Holland advised the council that they have no authority on planning applications and that they can only put forward objections/comments to Broadland District Council.

Clerk to send Councillor Rowe Broadland District Council Planning checklist.

9.HIGHWAY MATTERS

The council requested that the Spixworth road sign is re-located on Buxton Road to be placed just before the Orbit home development.

The Council requested that the Highway defect log spreadsheet is added to the council's website with a link to NCC Highway portal.

Councillor Rowe advised that the 30mph limit roundels have not been put on the NDR bridge on Buxton Road, it was understood that this would be done once the road had been resurfaced. Clerk to speak to County Councillor Dan Roper for an update.

10. AMENITY MATTERS

10.1 Councillor Field informed the council that his grandfather has a 7ft oak tree that he would like to donate to the village. The council agreed to have the tree placed on the Chestnut Avenue Open space and to contact Broadland District Council to arrange this.

10.2 Hopkins Homes have not legally transferred the amenity land on Crostwick Lane as per the s106 which was agreed and signed by the Parish Council in 2015. Hopkins Homes recently contacted the council with a proposal to obtain part of the amenity land to use as access to another possible development. The council confirmed with Hopkins Homes that the land is transferred to the Parish as agreed in the original s106. Clerk to contact Broadland District Council to look into taking enforcement action.

11. ALLOTMENTS.

The clerk circulated a draft copy of the allotment holder licence to the council, the council agreed to the terms in principle subject to the lease being drawn up. Another meeting will be held to agree the lease of allotment land to the Parish Council.

12. TO RECEIVE UPDATE ON OPEN MORNING

Councillor Knight commented that the open morning was well received with lots of ideas received from parishioners.

13. TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 5th of September 2023

There being no further business the Chairman closed the meeting at