

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 3rd SEPTEMBER 2024**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr P Rowe
Mr K Harkin-Perry
Mr S Vincent
Mr S Cullington
Mr J Jancock

PARISH

CLERK: Mrs C. Lake

COUNTY

COUNCILLOR Mr D Roper

Reports and Parishioner's Question Time

County Councillor Dan Roper reported that Norfolk County Council are currently in limbo awaiting for central government to release the budget for 2025/26. There is a divide between leaders concerning the devolution deal for Norfolk as to whether to push for more money.

Recycling centres will be introducing a booking system, and losing one day a week in their opening times.

Councillor Roper spoke with Richard Pearson who is the Highway Engineer that covers Spixworth, in the parish council response to a meeting Mr Pearson has expressed his preference for a site meeting instead with councillors to discuss ongoing highway issues and concerns in Spixworth. The clerk was asked to arrange a meeting date with Mr Pearson.

Mr Roper reported that Park Road will have patching work carried out in October following by work being carried out on Crostwick Lane, this work will start when City Fibre have completed their work. It could mean further road closures for Spixworth.

The council made reference to the increased graffiti on the Buxton Road bridge, Councillor Field suggested purchasing anti-graffiti paint. Councillor Roper explained that unless the graffiti is offensive NCC Highways will not remove it.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor P Rowe, Councillor P Daly and Councillor J Hancock

2. DECLARATIONS OF INTEREST

None.

3. HIGHWAY MATTERS

3.1 The council discussed various schemes for the Parish Partnership bid for 2025/26 one suggestion was to have a crossing installed from Maisie's Medow to the Village Hall, however because this is not improvements to an existing crossing it might not be possible with extra funding. Clerk to contact Highway Engineer to investigate further. Closing date for the scheme is the 6th December 2024, the chairman suggested that this item is brought back to the next meeting for further discussion.

3.2 The council asked the clerk to arrange a site meeting date with the Highway Engineer Richard Pearson.

4. CO-OPTION OF PARISH COUNCILLORS

No applications were received.

5. MINUTES OF PREVIOUS MEETING

The Minutes of the Annual Council Meeting held on the 2nd July 2024 were agreed, proposed by Councillor Knight, seconded by Councillor Field and signed off by the Chairman as a true record.

6. TO RECEIVE MONTHLY ACTION PLAN UPDATE.

The clerk circulated a copy of the monthly action plan for September. There are several maintenance jobs that need attending to, the clerk was asked to arrange this with the Village Keeper.

Councillor Field asked what was being done about the grit bins for Jenny Road and William Peck Close. The clerk had ordered the bins some months back but was informed by NCC Highways that they did not have the resources to fill the bins and that other grit bins which are now on a scheduled gritting route would be moved.

7. FINANCE

7.1 Balances were noted and the following payments were authorised in accordance with the budget as per the tabled scheduled 3rd September were agreed.

7.2 The Bank Reconciliation as of the 31st July and 27th August agreed, however it was requested that the clerk obtain an up to date balance for

the Parish Deposit account, both bank reconciliations will need to be brought back to the October meeting for approval.

7.3 At the July Parish Council meeting the clerk presented a quote for a 6 year electrical and structural testing of the street lights for insurance purposes, the quote was provided by the councils current contractor Cozens. The council asked the clerk to obtain a further two quotes. The other two street lighting contractors were not viable. Councillor Knight proposed to agree the quote from Cozens at £4060.80, Councillor Vincent seconded the vote.

7.4 The clerk circulated the quarterly budget report for April-June payments. The council queried why there was no budget for Parish Projects and Ground Maintenance and requested they are removed. The clerk advised that these items are to be agreed in the 2025/26 budget. The chairman asked the clerk to set an online budget meeting to discuss the budget for 2025/26.

Councillor Field provided an update on Spixworth in Bloom and advised that he will send the invoice to the clerk once the bulbs had been ordered. The council asked the clerk to find out the completion date for the City Fibre works in order to advertise a date for planting the bulbs.

7.5 Due to low funds The Trustee asked the council if they could pay for one of the updated occupation licences for the Village Hall at a cost of £1,950+VAT The council agreed it was proposed by Councillor Knight and seconded by Councillor Vincent.

7.6 The clerk provided an update on the monthly direct debit payments for streetlight power. The councils contractor SSE Energy Solutions had not taken payment despite a direct debit being set up by the council since the contract started on the 1st September 2023. SSE explained that the issue was due to a system migration transferring from another company and that one of their head offices had closed down. SSE took all outstandings payments via direct debit in August 2024.

JULY/AUGUST PAYMENTS AND RECEIPTS

05/07/2024	Receipt - Pride in Place Grant for Maisie's Meadow Architect Design	Broadland District Council
09/07/2024	Receipt - Allotment Deposit	Sharon Campling
15/07/2024	Payment - Web Hosting	IONOS 1 & 1
19/07/2024	Receipt - SAPS Container Rent Qtr 1	SAPS
19/07/2024	Payment - Tool Kit for Village Keeper	Amazon
22/07/2024	Payment - Payment for one edition of Parish Magazine	Spixworth Parish Magazine
23/07/2024	Payment - Parish Clerk July 2024 Wages	Mrs C Lake
23/07/2024	Payment - Admin Officer Wages July 2024	Mrs M Orford
26/07/2024	Payment - Parish Council Office Electric	ENGIE
31/07/2024	Payment - Village Keeper Wages July 2024	Mr C Chaney

02/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
02/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
12/08/2024	Payment - Streetlight Power August and November 2023	SSE ENERGY SOLUTIONS
13/08/2024	Payment - Streetlight Energy Oct 2023	SSE ENERGY SOLUTIONS
14/08/2024	Payment - Web Hosting and Domain Name Fee	IONOS 1 & 1
14/08/2024	Payment - Streetlight Energy September 2023	SSE ENERGY SOLUTIONS
15/08/2024	Payment - Streetlight Energy December 2023	SSE ENERGY SOLUTIONS
16/08/2024	Payment - Pension Contribution July 2024	Norfolk Pension Fund
16/08/2024	Payment - HMRC Tax Payment July 2024	HMRC
16/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
16/08/2024	Payment - Streetlight Energy January 2024	SSE ENERGY SOLUTIONS
19/08/2024	Payment - Telephone and Broadband 1/5/24-31/7/24	BT
19/08/2024	Payment - Streetlight Energy February and March 2024	SSE ENERGY SOLUTIONS
20/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
20/08/2024	Payment - Streetlight Energy April 2024	SSE ENERGY SOLUTIONS
21/08/2024	Payment - 1st and 2nd Class stamps	Post Office
21/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
21/08/2024	Payment - Streetlight Energy June 2024	SSE ENERGY SOLUTIONS
21/08/2024	Payment - Streetlight Energy May 2024	SSE ENERGY SOLUTIONS
22/08/2024	Payment - Heavy Duty Tape for PC Notices	Spixworth News
22/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT
23/08/2024	Payment - Parish Clerk Wages August 2024	Mrs C Lake
23/08/2024	Payment - Admin Officer Wages August 2024	Mrs M Orford
27/08/2024	Payment - Parish Council Office Electric	ENGIE
27/08/2024	Payment - Streetlight Energy July 2024	SSE ENERGY SOLUTIONS
27/08/2024	Payment - Payment to BDC Parish Deposit Account	BROADLAND DISTRICT COUNCIL PARISH DEPOSIT ACCOUNT

OUTSTANDING PAYMENT LIST AGREED AT THE SEPTEMBER MEETING.

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
4/9/24	Mayday	Printer Maintenance Support	67.71
4/9/24	BNP Paribas	Printer Lease	136.15
4/9/24	Spixworth Village Hall	Allotment Water Charges	24.93

4/9/24	Parish Online	Mapping Software Annual Subscription	108.00
4/9/24	Hedgehogs R Us	50 Highway silhouettes	157.50
4/9/24	Garden Guardian	July Parish Grass Cutting	1498.56
4/9/24	Ionos	Web Hosting	22.00
4/9/24	Lloyd South	Removal of Hawthorn Tree Gregs Meadow	236.00
4/9/24	Norfolk Pension Fund	August Pension Contribution	957.42
4/9/24	HMRC	August Tax Payment	560.37
4/9/24	SSE Energy Solutions	Streetlight Power July 2024	1775.56
4/9/24	Hedgehogs R Us	50 Highway silhouettes	157.50
4/9/24	Cozens	Streetlight Maintenance July 2024	102.00
4/9/24	NPTS	Parish Online Mapping Training	17.50
4/9/24	Spixworth Village Hall	July Meeting Room Hire	16.00
4/9/24	Garden Guardian	August Grass Cutting	904.02
4/9/24	Steve Cullington	Instillation of dog and waste bins on Maisies Meadow	220.61

8.PLANNING MATTERS

.Ref: 2024/1991

Location: 128 Park Road, Spixworth

Proposal: Front annex extension to existing bungalow.

Comments. Councillor Rowe reviewed the application and documents, he reported the original bungalow had 3 bedrooms and with the extension this would increase to 4 bedrooms. The council wanted confirmation that there would be adequate off road parking for a 4 bedroom bungalow and supported the application subject to this.

9.AMENITY MATTERS

9.1 The clerk provided two quotes for Maisie's Medow project which included a car park, play area and picnic area. The council felt that a car park was better placed over at the Village Hall as it would cause congestion on Crostwick Lane entering Maisie's Meadow. The council asked the clerk to obtain an up to date quote by removing the car park and play area shown on the plan.

9.2 The Parish Council installed 2 dog and 2 waste bins on Maisie's Meadow, after they had been installed Broadland District Council contractor advised that they could not empty the two bins which were furthest away from the entrance gate due to the weight of the bags and because they were not allowed to drive over the field. The Parish Council are now having to uninstall the two bins and place them nearer the main entrance so they can be emptied.

9.3 Councillor Knight suggested installing new dual dog and litter bins in Spixworth this would mean reducing the amount of bins that needed emptying and

increasing the frequency in which they are emptied. It was agreed to remove the bins from Greg's Meadow and replace with 4 dual bins instead.

10. ALLOTMENTS

The council reviewed the allotment fees for 2024/2025 it was agreed to increase the annual fee to £51.00. Councillor Daly requested via email that a clause concerning parking for allotment holders to park on the Village Hall car park was included in the tenancy agreement, this was agreed clerk to update agreement with new fee and added clause.

11. TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 1st October 2024.

There being no further business the Chairman closed the meeting at 8.55pm