

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 14th JANUARY 2025**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr P Daly
Mr S Vincent
Mr J Hancock
Mr S Cullington
Mr J Beiley
Mr P Rowe

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time.

Broadland District Council (BDC) Councillor Holland provided a brief update on devolution which is still in discussion. Awaiting further updates.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None.

3. HIGHWAY MATTERS

None

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 3rd of December 2024 were agreed and signed off by the Chairman as a true record.

6. TO RECEIVE MONTHLY ACTION PLAN UPDATE.

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Chairman 4th February 2025

The clerk provided a printout of the monthly action sheet. Councillor Field noted that he had reported via the BDC WTF# website general waste that has been dumped on the roadside from Old Catton through to St Peters church on Buxton Road but has not heard back. Councillor Vincent advised that it is Norfolk County Council Highway issue and to make County Councillor Roper and District Councillor Holland aware of the problem.

7. FINANCE

7.1 Balances were noted and the following payments were authorised in accordance with the budget as per the tabled scheduled 14th January 2025 were agreed.

7.2 The Bank Reconciliation as of the 31st of December 2024 was agreed.

7.3 The clerk advised the council that the council office printer has had its lease renewed on two occasions, Mayday have reported that as the machine is quite old, we will no longer be covered under warranty. Mayday offered the option of a new printer and lease, but the council agreed to run the lease of the printer to its end date and purchase a new printer.

7.4 The clerk circulated a copy of the quarterly budget sheet. The council queried why SAPS had not paid for the container rent, clerk to investigate and bring back agreement details to next parish council meeting.

7.5 At the time of the meeting the clerk was still waiting for a quote to cut back trees on Greg’s Meadow at the rear of Cedar Avenue.

DECEMBER PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
18/12/2024	Receipt - Admin Officer Wages May 2024	Spixworth Village Hall	890.16
18/12/2024	Payment - New Dog Bin St Peters Way	Sitebox	-345.90
23/12/2024	Payment - Parish Clerk Wages December 2024	Mrs C Lake	-1,838.93
23/12/2024	Payment - Admin Officer Wages December 2024	Mrs M Orford	-1,097.75
24/12/2024	Payment - Parish Council Office Electric	ENGIE	-78.53
30/12/2024	Receipt - Allotment Rent	Mr George	51.00

OUTSTANDING PAYMENT LIST AGREED AT THE JANUARY MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
15/1/2025	Mayday	Printer Maintenance Support 31/12/24-30/1/25	59.67
15/1/2025	Cozens	Streetlight Maintenance Dec 2024	102.00
15/1/2025	ICO	GDPR protection Fee 2025	40.00

15/1/2025	Mayday	Printer Maintenance Support 30/11/24-29/12/24	61.66
15/1/2025	Cozens	Streetlight Maintenance Nov 2024	102.00
15/1/2025	Garden Guardian	Greg's Meadow shrub and hedge cutting Nov 2024	418.80
15/1/2025	Spixworth Village Hall	December Meeting Room Hire	16.00

8.PLANNING MATTERS

Ref:2024/3694

Location:45 Park Road, Spixworth

Proposal: Single storey extension

Comments: Councillor Rowe read planning application and reported that the extension was large there were no concerns to report.

9.AMENITY MATTERS

9.1 Councillor Rowe drafted a comparison of quotes for landscape work to be carried out on Maisie's Meadow. The council discussed the various options and costs that contractors had provided and suggested that an updated specification is provided and put out to tender.

Councillor Vincent queried the accessibility of the footpath and advised that it needs to be suitable for push chairs, wheelchairs, and bikes.

Councillor Knight advised that the council must make sure terms of engagement are agreed along with quotes prior to agreeing contractor.

Clerk to discuss specification with Councillor Rowe and uploaded a new public tender notice for quotes.

10.TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 4th of February 2025