

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 11th JUNE 2024**

PRESENT

PARISH

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

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

No reports received.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent and Councillor K Harkin-Perry

2. DECLARATIONS OF INTEREST

Councillor Knight declared an interest in item 7.4 of the agenda.

3. CO-OPTION OF PARISH COUNCILLORS

No applications were received.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Annual Council Meeting held on the 7th of May 2024 were agreed, proposed by Councillor Knight, signed off by the Chairman as a true record.

5. MATTERS ARISING.

None

6. TO RECEIVE MONTHLY ACTION PLAN UPDATE.

The clerk circulated a copy of the monthly action plan for June.
Councillor Field noted that the councillors need to carry out a village walkabout and note actions on the parish council's website regarding any concerns or defects that have been reported to the relevant authority. Clerk to link service directory to website.

.....
Chairman 2nd July 2024

It was suggested to purchase a combined dog and litter bin for the corner of Lillian Road and Ivy Road and replace it with the current bins.

Councillor Field noted that the enclosed fence on Gregs Meadow needs repairing.

The council advised that to place one of the new grit bins on Arthurton Road to replace the broken one and one on Trafford Way.

7. FINANCE

7.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled scheduled 11th June 2024 were agreed.

7.2 The Bank Reconciliation as of the 31st of May 2024 balanced and was agreed by the Council.

7.3 The council agreed the end of year figures for the Annual Return 2023/24.

7.4 The council noted the Internal Auditors report and signed off the Annual Return (AGAR) for 2023/24.

7.5 The clerk provided quotes for signs for Greg's and Maisie's Meadow, the Allotments and Muga Court. The Council agreed to purchase the signs for the Allotments and Muga Court from Mower signs and asked the clerk to look at further quotes for the Amenity land signs. It was suggested that these signs should be metal and AO 841 x 1189 mm in size. Clerk to make sure warranty is obtained against colour fading.

It was also suggested to provide an information board about the names of the amenity areas.

7.6 The council agreed to purchase an extra litter bin for the Muga Court on the Village Hall playing field.

7.7 The council agreed to the earmark reserve report presented by the chairman for 2024/25 budget.

7.8 Due to maintenance and repair work needed for amenity areas within Spixworth it was discussed the need for the council to have their own tools. The council asked the clerk to look at options on where the tools could be secured safely.

7.9 The council agreed to purchase a gazebo for the parish council to use at local events. Clerk to liaise with Councillor Rowe.

7.10 The Muga Court flood lights are currently broken, the council initially discussed obtaining quotes for new lights, Councillor Cullington of Steve Cullington Electrical offered to carry out a repair of the lights instead and will

provide a specification. The clerk will contact Spixworth Youth Football Club to obtain 3 quotes.

MAY PAYMENTS

13/05/2024	1 x Litter Bin for Maisie's Meadow	Sitebox	199.14
15/05/2024	Web Hosting and Extended Support	1&1 Internet	13.56
20/05/2024	Telephone and Broadband April-July 2024	BT	227.56
23/05/2024	Admin Officer Wages May 2024	Mrs M Orford	1,050.06
23/05/2024	Parish Clerk Wages May 2024	Mrs C Lake	1,789.05
24/05/2024	Parish Council Office Electric	ENGIE	70.01
24/05/2024	HMRC Tax Payment May 2024	HMRC	651.77
31/05/2024	Village Keeper Wages May 2024	Mr C Chaney	366.00

MAY INCOME

20/05/2024	NCC Grass Cutting Annual Payment 2024-25	Norfolk County Council	4,589.16
22/05/2024	Admin Officer Wages Dec 2023	Spixworth Village Hall	890.16

OUTSTANDING PAYMENT LIST AGREED AT THE JUNE MEETING.

PAYMENT TO BE MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
12/6/2024	Mayday	Printer Maintenance Support and Connectivity 31/5/24-29/6/24	67.81
12/6/2024	IONOS	Web Hosting for VH and Trustee email addresses	13.56
12/6/2024	Garden Guardian	Grass Cutting April 2024	1009.50
12/6/2024	Spixworth Village Hall	PC office Annual Rent	925.00
12/6/2024	Spixworth Village Hall	Meeting Room Hire May 2024	32.00

.....
Chairman 2nd July 2024

12/6/2024	Cozens	Streetlight Maintenance April 2024	102.00
12/6/2024	Norfolk Pension Fund	Pension Contribution May 2024	957.42
12/6/2024	Garden Guardian	Grass Cutting May 2024	802.02
23/6/2024	Staff Salaries	June 2024	3,238.00

8. PLANNING MATTERS

Ref: 2024/1606

Location: 10 Elvina Road, Spixworth

Proposal: Removal of existing extension roof and build of single storey side and rear extension.

Comments. Councillor Rowe had a look at the application and documents, he reported the footprint is similar to properties close by and will not affect parking. The council supported the application.

9. AMENITY MATTERS

9.1. Councillor Daly offered to look at the council's complaint against HAGS who built the new play area on the Village Hall play area. Despite delays with the overall process Councillor Daly was of the opinion that to submit a claim to the Ombudsman would not be good use of public money.

9.2 Councillor Field has contacted a local garden centre to supply bulbs for Spixworth in Bloom, he is currently waiting for a response once the council have received a price, they can order the bulbs using the clean up and bloom grant from Broadland District Council. A date will be advertised shortly for volunteers to help plant the bulbs.

9.3 The clerk presented a draft plan for Maisie's Meadow feasibility study to the council. After further discussion it was agreed not to have a new office and meeting room which was suggested by the architect. The council asked for a revised plan of which the Architect would charge an extra £725 +VAT. The council were not prepared to pay for the changes and agreed to keep the plan as it is and would hold a public consultation for suggestions.

9.4 The council discussed having a community clear up day in August and September further information would be advertised once dates had been agreed.

10. HIGHWAY MATTERS

10.1 Hedgehog R Us contacted the Parish Council to purchase a box of hedgehog surrounds for Spixworth as part of their Hedgehogs R Us Project, 267 Town and Parish Councils in the UK have already purchased a box in the hope of raising

awareness to the plight of hedgehogs. The council agreed to purchase a box of 50 hedgehog surrounds at £150.00.

11. ALLOTMENTS

11.1 The admin officer reported to the clerk following an inspection of the allotments that one of the plots had not been attended to since it was first taken on by a local resident. The council advised that tenants must adhere to the terms and conditions of renting an allotment plot which is *Allotments shall be kept in a good state of cultivation and fertility and so delivered up at the end of the period of the Licence. The allotment holder must not leave the allotment in an untidy condition. If the allotment holder does not cultivate the plot for a continuous period of four months, the licence may be withdrawn, and the plot offered to a person on the waiting list.*

12. TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 2nd of July 2024.

There being no further business the Chairman closed the meeting at 9.33pm