

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 3rd OCTOBER 2023**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr P Rowe
Mr K Harkin-Perry
Mr P Daly
Mrs S Holland (late)

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) Councillor Roper reported that he is holding a meeting with local MP Jerome Mayhew and NCC Programme & Funding Manager Kevin Townly to see how the feasibility study for the Crostwick Lane/North Walsham Road compares with other studies.

The decision was made yesterday to close Mayton Wood Recycling Centre.

Broadland District Council (BDC). Councillor Roper reported that staff have now moved in to the new building, there have been some snagging issues the council are now looking into how to develop a funding stream for the building due to its large size.

The council are also looking into their customer service system as currently it is not up to standard it has been reported that there is no response function when members of public report problems online.

Investment into purchasing properties in Norwich is being looked at to cut down on B&B for people who are homeless.

District Councillors each have £1,000 ward grant which can be used to fund community projects in their area. Funding is available for schemes that bring the community together, to help kickstart new groups and support the health and wellbeing of residents.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent. Verbal apologies received from Councillor Cullington, Councillor Field, Councillor Hancock accepted by the Council.

2. DECLARATIONS OF INTEREST

None

3. CO-OPTION OF PARISH COUNCILLORS

Mr J Beiley 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 5th of September 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

6. FINANCE

6.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 3rd of October 2023 were agreed. Proposed by Councillor Knight, seconded by councillor Rowe.

6.2 The Bank Reconciliation as of the 28th September 2023 was agreed.

6.3 The clerk presented a quote to cut back the hedge on the Crostwick Lane amenity land, the council agreed to this as a one of cut but for the clerk to obtain 2 more quotes for ongoing annual maintenance on the amenity land.

6.4 The clerk received an invoice from Ashtons Legal for work undertaken to transfer the allotments over to the Parish Council. It was understood from the Deed of Variation that Clerks Well would pay the council legal costs how this did not include an undertaking fee and the parish council would incur charges for late payment. The Parish Council agreed to pay the invoice.

6.5 The clerk circulated a copy of Parish Council quarterly budget monitoring sheet. Councillor Knight advised that there would need to be an increase to the precept. 2024/25 Budget setting to be discussed at the next Parish Council Meeting.

6.6 The clerk circulated the external audit report from PKF Littlejohn everything was agreed and signed off with no comments from the external auditor. Councillor Knight thanked the clerk for all the work done on the audit.

APPROVED PAYMENTS FOR SEPTEMBER 2023

08/09/2023	Annual Parish Council Website Subscription	WIX	108.00
13/09/2023	Web Hosting and Domain Name	IONOS 1 &1	35.98
19/09/2023	Street Light Energy August 2023	N Power	855.25
22/09/2023	Parish Clerk Wages September	Mrs C Lake	1,456.61
22/09/2023	Administration Officer Wages September 2023	Mrs M Orford	969.49
22/09/2023	Admin Officer Mileage	Mrs M Orford	2.11
25/09/2023	Parish Council Office Electric	ENGIE	51.91

INCOME FOR SEPTEMBER 2023

14/09/2023	Savings account interest	Barclays	1202.87
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Outstanding 2023 Payments agreed at the October 2023 meeting.

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
4/10/2023	DCM Surfaces	Play Area Wet Pour Surface (s106 money)	31,855.80
4/10/2023	HAGS	First Payment for Play Area Upgrade (s106 money)	81,422.19
4/10/2023	HAGS	First Payment for MUGA court (s106 money)	44,820.34
4/10/2023	PKF Little John	External Audit Payment	1,008.00
4/10/2023	IONOS	Web Hosting (Oct)	12.00
4/10/2023	Ashton Legal	Fees for Allotment DOV	2,707.20
4/10/2023	Norfolk Pension Fund	September Pension Contribution	815.84
29/9/2023	C. Chaney	Village Keeper September Wages	333.40
4/10/2023	Mr A Utting	Longe Arm Defibrillator batteries and pads	633.60
4/10/2023	Steve Jackman	Website Assistance	30.00
4/10/2023	Garden Guardian	August Grass Cutting	1386.00
4/10/2023	Cozens	August Street light Maintenance	102.00
4/10/2023	Mayday	Printer Maintenance Support 31/8/23-29/9/23	39.73
4/10/2023	HMRC	Tax Payment-Sep 2023	470.11
4/10/2023	Spixworth Village Hall	Meeting Room Hire	28.00

7 GOVERNANCE

7.1 The council reviewed and adopted. the safeguarding policy.

7.2 The council reviewed and adopted the privacy policy.

8.PLANNING MATTERS

Ref:2023/2763

Location: 115 Crostwick Lane (CO-OP).

Proposal: Retention of external lighting in service area

Comments: No comments.

Ref:2023/2601

Location: Old Gravel works west of Buxton Road

Proposal: Creation of an irrigation reservoir below ground.

Comments: Application withdrawn.

Ref:2023/2840

Location: 1 Ivy Road, Spixworth

Proposal: Front porch extension

Comments: No comment

9. HIGHWAY MATTERS

9.1 The clerk informed the council that Mr Deryck Self can no longer erect the SAM2 camera around Spixworth. Councillor Rowe has offered to do this in the interim.

10. AMENITY MATTERS.

10.1 A resident reported that the dog bin located at the end of St Peters Way/Crostwick Lane is always overflowing due to the size and lid type on the bin. They have requested that the bin is changed to larger bin with a solid lid. The council advised to monitor usage and bring the matter back to the November meeting.

10.2 The council agreed and signed the TP1 transfer deed agreement for the amenity land on Crostwick Lane.

10.3 The council agreed to the terms on the s38 agreement for the amenity land on Crostwick Lane.

11. ALLOTMENTS

.The clerk advised that the fence repair works are due to take place on the 4th October 2023.

12. TO AGREE DATE OF THE NEXT MEETING.

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

There being no further business the Chairman closed the meeting at 9:00pm