

**MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT
7:00pm ON TUESDAY 23rd May 2023**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr K Harkin-Perry
Mr S Cullington
Mr V Barrell
Mr P Daly
Mr P Rowe
Ms Sue Holland

PARISH CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

AGENDA

1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTEREST

The Council elected Councillor Mark Knight as chair. Councillor Knight thanked Councillor Rowe for his support and standing as chairman for the last four years.

2. TO ELECT A VICE CHAIR FOR 2022/23

The Council elected Councillor Matthew Field as vice chairman, proposed by Councillor M knight, seconded by Councillor P Rowe.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Written apology was received from Councillor S Vincent.

4. DECLARATIONS OF INTEREST

Nothing to report.

5. CO-OPTION OF PARISH COUNCILLORS

Mr Paul Rowe and Mr Pat Daly were co-opted to serve on the Council. Both signed the Declaration of Acceptance and Register of Member's Interests'

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Chairman 6th June 2023

6. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 4th of April 2023 were agreed proposed by Councillor V Barrell and seconded by Councillor Cullington and signed off by the Chairman as a true record.

7. FINANCE

7.1 Balances were noted. The following payments (tabled) were authorised for payment in accordance with the budget as per tabled schedule 23rd May 2023.

7.2 Bank Reconciliation as of the 30th of April 2023 was noted and signed by the Chairman.

7.3 The clerk provided the annual insurance quote for 2023-24 at a cost of £2,791.50. Councillor M Knight proposed, Councillor M Field seconded.

7.4 The clerk provided a quote for Parish Councillor training with NPTS. The quote was slightly over the agreed training budget. The quote was agreed but the clerk was asked to invite other councillors from other parishes to see if they would pay a small fee to join the training session.

Approved payments April 2023

06/04/2023	Printer Maintenance Support 31.3.23-29.4.23	Mayday	57.92
06/04/2023	Street Light Maintenance February 2023	Cozens	102.00
06/04/2023	Meeting Room Hire March 2023	Spixworth Village Hall	16.00
06/04/2023	Pension Contribution March 2023	Norfolk Pension Fund	1,328.00
06/04/2023	HMRC Tax Payment March 2023	HMRC	895.88
13/04/2023	Web Hosting Fee	IONOS 1 & 1	12.00
19/04/2023	Street Light Energy March 2023	N Power	1,399.96
19/04/2023	Amazon Order Coronation Bunting for VH Building	Amazon	89.90
21/04/2023	Parish Clerk Wages April 2023	Mrs C Lake	1,410.70
21/04/2023	Administration Officer Wages April 2023	Mrs M Orford	969.49
27/04/2023	Parish Council Office Electric	ENGIE	80.01
28/04/2023	Village Keeper Wages April 2023	Mr C Chaney	304.00

Receipts April 2023

21.4.2023	CIL Money 2 nd instalment Land East of Buxton Road	Broadland District Council	238,551.63
28.04.2023	Precept 1 st Instalment	Broadland District Council	44,000.00

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OUTSTANDING PAYMENTS- agreed at Parish Council Meeting on 23rd May 2023

PAYMENT DATE	NAME	PAYMENT DETAILS	AMOUNT
17/5/2023	Mayday	Printer Maintenance Support/ink	54.53
17/5/2023	BNP Paribas	Printer Lease May-Aug 2023	184.15
17/5/2023	Ibertech Solutions	Remote I.T Support	24.00
17/5/2023	HMRC	April Tax Payment	423.45
17/5/2023	Garden Guardian	Parish Grass Cutting-March 2023	817.44
17/5/2023	Garden Guardian	Parish Grass Cutting-April	835.44
17/5/2023	Cozens	Streetlight Maintenance April 2023	102.00
17/5/2023	Cozens	Streetlight Maintenance March 2023	102.00
17/5/2023	BT	Phone charges April-July 2023	294.90
17/5/2023	Norfolk Pension Fund	April Pension Contribution	790.18
23/5/2023	Mrs M Orford	May 2023 Wages (Part Paid by VH)	970.00
23/5/2023	Mrs C Lake	May 2023 Wage	1,500 est
31/5/2023	Mr C Chaney	May 2023 Wage	490.00

8.ANNUAL POLICY REVIEW

The clerk circulated 5 policies for annual review prior to the meeting. No information had changed on the policies since they were last reviewed in the previous year. all policies were adopted.

The clerk to circulate a copy of the council’s standing order for review at the next meeting.

Councillor Knight reminded the council that they are bound by the code of conduct to treat one another with respect and address any concerns or issues in a respectable manner.

9. TO AGREE CHANGE TO THE PARISH COUNCIL OFFICE OPENING TIMES.

Following on from the clerk’s appraisal it was discussed that due to workload opening times would be changed to 9:30am-11:30am. If anyone wishes to see the clerk outside these times an appointment can be made via email or telephone.

10. CORRESPONDENCE

10.1 A list of correspondence was circulated to all councillors.

11. HIGHWAY MATTERS

Councillor Daly made comment regarding the need to reposition the Spixworth Village Sign on Buxton Road further towards Old Catton so that it is located before the entrance to the Development of Orbit Homes.

Clerk to contact Norfolk County Council Highways.

Councillor Holland advised that she contact Councillor Roper for an update on the 30mph limit roundels due to be painted on the NDR bridge on Buxton Road.

The council agreed to schedule a highway and amenity walkabout on Tuesday 6th June prior to the next meeting.

12.AMENITY MATTERS

The clerk advised that she is still waiting for a response from Hopkins Homes regarding the transfer of amenity land to the Parish Council. It has now been 8 years since it was due to be transferred. The Parish Council received a copy of the TP1 transfer of land to be registered document in December 2022 but has not heard anything since. The clerk has contacted Broadland District Council Planning to chase this up.

Councillor Cullington advised that Spixworth Youth Football Club are in desperate need of another football pitch as the club expands with more players. It was discussed that the land is big enough for a small football pitch and dog walking area.

Councillor Knight advised that the council need to make a decision on what the amenity land could provide for the people of Spixworth. Clerk to add as an item for discussion for the September 2023 agenda.

13.ALLOTMENTS

13.1 The council agreed the terms of the Deed of Variation and TP1 transfer deed. It was signed by the chairman and vice chairman.

14. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be held on Tuesday 6th June 2023 in room 84, at Spixworth Village Hall.

There being no further business the Chairman closed the meeting at 8.15 pm.