

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 8.00pm
ON TUESDAY 6th JUNE 2023**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr P Rowe
Mr K Harkin-Perry
Mr P Daly
Mr S Cullington
Mrs S Holland
Mr S Vincent

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) County Councillor Dan Roper reported that the council should expect results of the Crostwick Lane/North Walsham Lane Junction Feasibility study by the end of June 2023. The 30mph speed limit roundels will be painted on Buxton Road NDR bridge once re-surfacing works have been carried out.

The Mayton Wood recycling centre consultation will be open until 22nd June 2023.

Mr Tom McCabe has been appointed as the new Chief Executive of Norfolk County Council.

Papers have been submitted regarding the devolution deal.

Broadland District Council (BDC) District Councillor Dan Roper reported that Councillor Sue Holland is the new leader of Broadland District Council.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Verbal apologies were received from Councillor V Barrell and accepted by the Council.

2. DECLARATIONS OF INTEREST

None

3. CO-OPTION OF PARISH COUNCILLORS

None

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Annual Council Meeting held on the 23rd of May 2023. It was noted that Councillor Paul Rowe did not second item 2. The minutes were then agreed and signed off by the Chairman as a true record.

5. FINANCE

5.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 6th June 2023 were agreed.

5.2 Bank Reconciliation up to the 31st of May 2023 was noted. Councillor Vincent queried why the savings account balance did not match the bank reconciliation figure. Clerk to investigate and report back. Payments were approved by the council and the bank reconciliation will be agreed at the July meeting once the clerk has corrected the savings account error.

5.3 The council approved Section 1 Annual Governance Statement of the Annual Return 2022/23

5.4 The council approved Section 2 the end of year figures for the Annual Return 2022/23.

5.5 The council reviewed and noted the internal auditor's comments. NALC standing orders were updated in 2020 to include new amounts for public contracts. This section of the Standing Orders should be updated on the next review. Due to the amount of CIL money received the Parish Council is now subject to the Transparency code 2015 requirements. The clerk will update these on the council's website financial page.

5.6 The chairman requested that a review of the bank account signatories is added to the July meeting agenda due to Councillor Holland and Councillor Barrell being the current signatories not being present.

5.7 A copy of the current Standing Orders were circulated to the council prior to the meeting. The chairman proposed to adopt them, all agreed.

5.8 The clerk provided a quote for an alternative antivirus and security software at a cost of £288 per year. The council decided against this and agreed to keep with AVG security software.

APPROVED PAYMENTS FOR MAY 2023

10/05/2023	Viking	Stationary Order	64.03
12/05/2023	1&1 Internet	Web Hosting and Extended Support	20.44
17/05/2023	Garden Guardian	Gregs Meadow Grass Cutting	169.20
17/05/2023	Garden Guardian	Grass Cutting-H/W and Parish	648.24
17/05/2023	Ibertech Solutions Ltd	I.T Support Remote Support	24.00
17/05/2023	Cozens	Street Light Maintenance March 2023	102.00
17/05/2023	Norfolk Pension Fund	Pension Contribution April 2023	790.18
17/05/2023	HMRC	April 2023 Tax Payment	423.45
17/05/2023	Miss S Blythe	Internal Audit Fee 2022-23	110.00
18/05/2023	BT	Telephone and Broadband	294.90
22/05/2023	Barclays	CIL Payment Transferred to Savings Account (2nd Instalment)	0.00
23/05/2023	Mrs C Lake	Parish clerk wages May 2023	1,456.41
23/05/2023	Mrs M Orford	Administration Officer Wages May 2023	972.59
24/05/2023	N Power	Street Light Energy April 2023	728.70
24/05/2023	LSL Resurfacing Ltd	VH Car Park Resurfacing works	15,600.00
25/05/2023	ENGIE	Parish Council Office Electric	91.40
31/05/2023	Mr C Chaney	Village Keeper May 2023	416.80

INCOME FOR MAY 2023

24/05/2023	Village Hall Administration Work	Administration Officer Wages Jan 2023	748.80
24/05/2023	Village Hall Administration Work	Administration Officer Wages March 2023	748.80
24/05/2023	Village Hall Administration Work	Administration Officer Wages April 2023	820.79
24/05/2023	Village Hall Administration Work	Administration Officer Wages May 2023	820.79
24/05/2023	Village Hall	Car Park Resurfacing Payment	13,000

Outstanding 2023 Payments agreed at the June 2023 meeting.

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
7/6/2023	Spixworth Village Hall	Meeting Room Hire May 2023	20.00
7/6/2023	IONOS	Web Support	10.31
7/6/2023	Norfolk Pension Fund	May 2023 Pension Contribution	815.92
7/6/2023	HMRC	May 2023 Tax Payment	491.11
7/6/2023	Mayday	Printer ink and remote Support April-May 2023	54.53
7/6/2023	BNP Paribas	Printer Lease May-August 2023	184.15
7/6/2023	Garden Guardian	Grass Cutting April 2023	835.44
7/6/2023	Cozens	Street light Maintenance April 2023	102.00
23/6/2023	Mrs M Orford	June 2023 Wages (Part Paid by VH)	970.00
23/6/2023	Mrs C Lake	June 2023 Wages	1,500 est
31/6/2023	Mr C Chaney	June 2023 Wages	390.00

6.PLANNING MATTERS

Planning Application reference 2023/1400 for 83 Godfrey Road, Spixworth for demolition of conservatory and replacement rear extension was received after the meeting papers had been circulated. Councillor Field had a look at the application and had no comments.

It was agreed to nominate a councillor to check future planning applications and report back at the next parish council meeting.

7.HIGHWAY MATTERS

7.1 The clerk circulated a survey regarding the Greater Norwich Publication on green spaces. The Chairman suggested that all councillors follow the link and complete the survey individually.

8. WALKABOUT SURVEY FEEDBACK

Councillors met up prior to the meeting to walk around Spixworth to log and feedback highway and amenity issues. Clerk to add items to defect log spreadsheet and report to Norfolk County Council Highways.

9. ALLOTMENTS

The Council agreed an annual fee of £50 to hire an allotment plot which would include water usage for the upcoming Spixworth St Mary's Court allotments. The

council are waiting for Norse to carry out remedial works. Councillor Knight confirmed that the allotment season is October-October.

10. WORKING GROUP 4 YEAR PLAN

Councillor Knight advised the need of setting a 4-year plan for Spixworth and to incorporate finance within this. The purpose of the plan would be to clarify the aspirations and objectives of the Council over the coming term (2023-2027). Councillor Daly, Councillor Rowe and Councillor Field volunteered to be part of this group. Meetings would be held remotely on a monthly basis.

11. EXCHANGE OF INFORMATION.

Nothing to report.

12. TO AGREE COUNCILLOR TRAINING COURSE FEE.

The council agreed to use contingency money to pay for the councillor training course which would be carried out by NPTS.

13. TO AGREE DATE OF THE NEXT MEETING.

The next Parish council meeting will be held on the 4th of July 2023

There being no further business the Chairman closed the meeting at 9.01pm