

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7:30 pm ON TUESDAY 1st OCTOBER 2019 AT SPIXWORTH VILLAGE HALL
ROOM 84**

PRESENT

COUNCILLORS: Mr P Rowe (Chairman)
Ms S. Holland (Vice-Chairman)
Mr V. Barrell
Mr K Harkin-Perry
Mr S Vincent
Mrs K Vincent

CLERK: Mrs A. Barnes – Locum Parish Clerk

Councillor D. Roper (County & District Councillor)

Reports and Parishioner's Question Time

Councillor D Roper reported the following:

Norfolk County Council: The Council is currently working on its Budget for 2020/21 and are looking for cuts of £16m. This is on top of the £30m cuts already made this year and £300m in the last 10 years. A consultation on the Budget will be out in due course.

The NDR traffic is being monitored at present and Cllr Roper is hoping the audits will be published.

Norse have won the contract for highway maintenance.

A consultation is out on the Electoral Review of County Council ward boundaries which was last done in 2003. Spixworth may be moved to a different ward and the parishes will have a chance to have their say in the review.

Broadland District Council: Help Hub work with the homeless is continuing.

Community At Heart nominations are due in by 6th October 2019.

Councillor Grants are still available.

A review of car parking is underway.

The District Council will start to charge for new wheelie bins for all new properties.

We are awaiting publication of the draft GNDP plan which has been delayed until December. This will include shortlisted sites for future site allocations.

Councillor Roper left the meeting.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor S. Vincent as a District Council ward member for Plumstead, Leader of Broadland District Council and Councillor K Vincent as Chairman of BDC, and District Councillor Old Catton and Sprowston West. Both councillors declared an interest in items 6.1 and 12.1 under Neighbourhood Planning as Directors of ABZAG.

3. CO-OPTION OF PARISH COUNCILLORS

No applications were received

4. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 3rd September 2019 were updated by removing the words 'vice-chairman of Norfolk County Council' from Item 2. The minutes were then agreed and signed off by the Chairman as a true record.

5. MATTERS ARISING (NOT COVERED BY AGENDA)

5.1 Councillor Harkin-Perry confirmed he had examined the streetlights.

5.2 Councillor Barrell stated that youths were using anti-social behaviour in the village and following complaints the church was now locking its doors and the Police had been informed.

5.3 The Clerk is still obtaining information about grants for the play-area.

5.4 A site visit from Norfolk County Council is still awaited to discuss a possible scheme for Village Gateway signs at the entrance to the village. Councillors Holland and K. Vincent volunteered to meet with the County Council. The Parish Council would ascertain who would own the signs once erected as they would be erected on County Council land but only half owned by the parish council. The parish council would need to establish who would be responsible for on-going repairs.

6. FINANCE

6.1 Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 1st October 2019.

Councillor Holland proposed, seconded by Councillor S. Vincent and the Council agreed unanimously to delete Mrs D. Holdroyd as a signatory to the Barclays Bank account and add Mr P. Rowe. The Clerk will obtain the signatory forms.

6.2 Bank Reconciliation as of 25th September 2019 was noted and signed by the Chairman.

Payments approved by Councillors P Rowe and Councillor V Barrell.

6.3 Councillor Holland had obtained quotes for a new PC and proposed purchasing a Dell Inspiron 3470 Mini Desktop with Intel processor and Windows 10 Professional at a cost of £722. This was agreed by the Council. If the existing version of Office does not work with the new software the Council approved the purchase of a new Office product that would be compatible with the Dell and the photocopier.

6.4 Quotes to trim back an overgrown tree on Chestnut Avenue open space had been received:

Martin Platten Tree Services	£480 + VAT
Andrew Turff Arboricultural	£250
Zak Branch Tree Services	Failed to quote
Lloyd Southon	Failed to quote

The Council agreed to accept the quotation from Andrew Turff.

6.5 Bus Shelter in Ivy Road options had been received and it was agreed to purchase the shelter from GW Shelter Solutions with the glass at the front, roadside, at a cost of £3,600. As this is to be purchased under the Parish Partnership Scheme 2018 Norfolk County Council will meet 50% of this cost.

6.6 Notice of Completion of Audit and of Limited Assurance Review for the Year Ended 31 March 2019. PKF Littlejohn have returned the External Audit Report and Certificate 2018/19. The Council noted the comments made in the External Audit Report and will ensure in future that the forms are completed in accordance with the Accounts and Audit Regulations 2015. The Council has published the Notice of Conclusion of Audit on the Council's website and the noticeboard.

Approved payments for September 2019

Expenses September 2019

23.09.2019	C Lake	September Salary	BACS	1335.76
25.09.2019	OPUS Energy	Office Electric	DD	37.71
20.09.2019	British Gas	V Hall Electricity Bill (2.8.19-1.9.19)	DD	729.88
27.09.2019	C Chaney	September Salary	BACS	262.60
19.09.2019	British Bins	Gravity Locks for P Council Bins	BACS	43.14
23.09.2019	B&Q	Padlock & Chain for Amenity Land Gate	BACS	38.36
23.09.2019	EON	Streetlighting – September 2019	DD	1116.68

TOTAL £3564.13

Income September 2019

13.09.2019	HMRC	VAT Refund	BACS	1805.03
02.09.2019	Barclays Savings Account	Interest	BACS	19.02

TOTAL £1824.05**OUTSTANDING PAYMENTS- agreed at 01.10.2019 Parish Council Meeting**

02.10.2019	Ashtons Legal	Legal Fees – Advice on Allotments Lease	1080.00
02.10.2019	1&1	Broadband & Domain Fee	33.56
02.10.2019	The Sign Shed	Fly-tipping and warning no dogs sign.	33.54
02.10.2019	Cozens	August Streetlighting Maintenance	450.00
02.10.2019	Norfolk Pension Fund	September Contribution	464.95
02.10.2019	HMRC	September Tax Payment	411.77
02.10.2019	PKF Littlejohn Accountants	External Audit Fee	480.00
02.10.2019	A Barnes	September Salary	25.92
23.10.2019	C Lake	October Salary (includes O/time)	1300.00
31.10.2019	C Chaney	October Salary	330.00
01.10.2019	Cozens	Column Leaning – Buxton Rd	162.00
01.10.2019	ABZAG	Stage 6 Payment	3000.00

TOTAL £7771.74**7. TO DISCUSS ISSUE WITH NPLAW**

Advice had been received from DAS Legal the conclusion being that they were not able to assist in the matter.

The Council gave much consideration to the offer from NPLAW of £2,000 in full and final settlement of the complaint and agreed to accept this offer. They agreed on balance not to take the matter further with the SRA.

8. PLANNING MATTERS

8.1 The following Planning Applications were discussed by the Council:

8.2 Planning applications received after date of publication of agenda -

Ref: 20191472 – CNC Developments Ltd

Location: Land South of Moorsticks, Buxton Rd, Spixworth,

Description: Matters Reserved by Conditions 2 (Layout, Scale, Appearance and Landscaping), 14 (Landscaping) and 16 (Layout) of Outline Approval 20152035 – Development of 19x Dwellings with Associated Access, Open Space, Landscaping, Pumping Station and Drainage Infrastructure

The Parish Council made the following objections:

- Object to Style I which is not a 3 bedroomed property but has a 4th bedroom named a 'snug'. Object to the flat roof.
- Road width needs to be the minimum to allow two vehicles to pass safely.
- Concerns about Plots 16,17,18,19. The allocated parking spaces are not ideal and could lead to parking on the road which will have potential to block the access to Moorsticks property.
- The identified area for bin storage for Plots 1 – 6 is not ideal and could lead to blocking the turning area for vehicles, including refuse and emergency vehicles. This area is too far away from the properties Plots 1 – 6.
- Concerns that there are not enough parking spaces for the 2 bedroomed properties which may lead to parking in the road.
- Object to the removal of the turning circle at the end of the cul-de-sac. This should be reinstated.
- Concerns at the proposed use of footpath bark as this will cause problems for wheelchair users and people of limited mobility or with buggies.
- Object to the considerably diminished area of green space in the middle of the cul-de-sac. This should be reinstated.
- There is a surface water drainage issue in the area, and we cannot see that it has been adequately addressed by the applicant.
- It has been impossible to open the 'Design & Access Statement' online.

8.3 Permission and Refusals - None

8.4 Deed of Variation to Section 106 Agreement for St Mary's Court, Spixworth. Broadland District Council have agreed to draft a Deed of Variation to remove the requirement for an Easement from the Trust of Spixworth Playing Field and Village Hall and the Lease to the Parish Council of Allotment Land. An addition will be the gift of the allotment land to the Trust.

The Parish Council agreed to appoint Ashtons Legal to deal with the Deed of Variation and to pay the legal fees for this and the gift of land to the Trust. Clerks Well Developments Ltd will be asked to reimburse the legal fees for the gift of the land and other fees where appropriate.

Councillor Barrell left the meeting.

9. CORRESPONDENCE

1. NALC Community Wellbeing Support – email
2. Disability Network Norfolk NCC Charging Policy – email
3. Highways England & Graham A47 works information – email
4. NALC AGM Notice - email

10. AMENITY MATTERS

Nothing to report.

11. HIGHWAY MATTERS

11.1 Due to the Clerk's workload there has been a delay in downloading the SAM 2 camera speed data. Although Deryck Self who supports the Neighbourhood Speed Watch team was willing to help out there were concerns that equipment might be damaged and not covered by insurance. As there was a need to store and retain the data on the Council's PC Councillors Holland, S. Vincent and K. Vincent agreed to help the Clerk on a rota and to investigate the possibility of downloading the data onto either a laptop with Bluetooth or a mobile phone.

11.2 The Chairman had investigated the cost of upgrading the SAM2 to add a speed activated sign but at a cost of £6,000 it was agreed to take no further action.

12. NEIGHBOURHOOD PLANS

12.1 The maps had been received and forwarded to Councillor S Vincent who reported that the plan is now at the stage to submit.

13. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting is Tuesday 5th November 2019
Spixworth Village Hall, in room 84

14. ITEMS FOR NEXT AGENDA

14.1 Parish Partnership 2019 – Park Road zebra crossing proposal.

There being no further business the Chairman closed the meeting at 10.05pm