

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 5TH MARCH 2024**

PRESENT

PARISH

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

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) County Council Dan Roper reported that Highways will be working on Sydney Road next week to address flooding issue. Money from members ward grant has been put forward to carry out patching work on Park Road.

The Engineer has been in Spixworth marking out patching work to be carried out on Crostwick Lane this will require a road closure when the work starts.

Capital programme, county have put forward £50,000 towards design work bids for the North Walsham Road/Crostwick Lane Junction safety improvements.

Two consultations will be taking place to look at reducing hours on recycling centres.

The County Council approved an increase in council tax of 4.99% for 2024-25.

The Greater Norwich Local Plan is moving forward, no information regarding allocated sites for Spixworth.

Councillor Vincent made comment that the drains on Buxton Road are still blocked this has been reported several times over the last 2 years. Councillor Roper advised that a scheme is in place to clear the drains and will check what the works have been programmed.

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Chairman 2nd April 2024

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor K Harkin-Perry. Verbal apologies were received from Councillor P Daly and accepted by the Council.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CO-OPTION OF PARISH COUNCILLORS

No applications were received.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on the 6th of February 2024 were agreed, proposed by Councillor Rowe, seconded by Councillor Cullington, and were signed off by the Chairman as a true record.

5. MATTERS ARISING.

It had been reported that there has been an increase in vehicles parking on the grass verge on Crostwick Lane in front of the entrance gate to Maisies Meadow. The council asked for the clerk to obtain quotes for bollards to be erected on the verge.

6. TO RECEIVE MONTHLY ACTION PLAN UPDATE.

Plan circulated to council for updates.

7. FINANCE

7.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled scheduled 5th March 2024 were agreed.

7.2 The Bank Reconciliation as of the 29th of February 2024 balanced and was agreed by the Council.

7.3 The clerk provided an update of costs for signs for amenity areas, Muga court and the allotments. The council asked the clerk to obtain two further quotes from other sign companies and report back to the next meeting.

7.4 The council agreed to an annual fee of £198 for website support provided by Steve Jackman. The clerk was asked to obtain viewing figures for the website.

7.5 The clerk had not received a map from Councillor Field detailing location and number of planters for Spixworth in bloom. Councillor Field advised he would forward on the map and to bring the matter back to the next meeting.

7.6 The clerk confirmed the cost for a litter bin to be placed next to the Muga Court. The council agreed the cost and advised to use one of the amenity land bins for the Muga and to order another one. Councillor Knight suggested that school children could design some posters for keeping Spixworth tidy that could be put up around Spixworth.

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Chairman 2nd April 2024

7.7 The clerk received a quote from Scribe accounts for an allotment accounts management system. The council agreed that it was not viable due to the small amount of allotment plots the council manage.

7.8 Earmark reserves, this item was deferred to agree at the next meeting. The council asked the clerk to check S106 sums outstanding to the council from the Orbit Home development.

Councillor Vincent queried whether the council were getting the best interest rate on their savings account, it was noted that the Broadland DC deposit account had a variable interest rate. Due to the amount of money in the savings account it was suggested to transfer this into the Broadland DC account.

Councillor Knight advised to wait for the interest rate figure for the Broadland DC account then have the council authorise the transfer.

FEBRUARY PAYMENTS

02/02/2024	Information Commissioner Office ICO	ICO Data Protection Renewal Fee	35.00
07/02/2024	Norfolk Pension Fund	Pension Contribution January 2024	867.46
07/02/2024	SLCC	SLCC PARISH CLERK MEMBERSHIP	188.00
07/02/2024	Mayday	Printer Maintenance Support Connectivity 31/1/24-28/2/24	70.84
07/02/2024	Spixworth Village Hall	Parish Council Meeting Room Hire-Jan 2024	16.00
07/02/2024	Glasdon UK Limited	2 x Dog Bins for Maisie's Meadow	531.10
07/02/2024	BNP PARIBAS	Printer Lease24/02/24-23/05/24	136.15
07/02/2024	Electrical Contractor Ltd	Repairs to Allotment no 7 fence wire	54.00
07/02/2024	Cozens	Street Light Maintenance Jan 2024	102.00
14/02/2024	IONOS 1 &1	Web Hosting Fee	13.56
19/02/2024	BT	Telephone and Broadband	161.85
23/02/2024	Mrs M Orford	Admin Officer Wages February 2024	1,046.50
23/02/2024	Mrs C Lake	Parish Clerk Wages February 2024	1,624.90
23/02/2024	ENGIE	Parish Council Office Electric	127.92
26/02/2024	Microsoft Office	Microsoft 365 Annual Subscription Fee	79.99
29/02/2024	Mr C Chaney	Village Keeper Wages February 2024	333.40

FEBRUARY RECEIPTS

06/02/2024	Annual Allotment Rent and damage deposit	80.00
07/02/2024	Annual Allotment Rent and damage deposit	80.00
08/02/2024	SAPS Container Rent Qtr. 2 and 3	150.00
12/02/2024	Annual Allotment Rent and damage deposit	80.00
16/02/2024	Clean up and Bloom Grant	300.00

OUTSTANDING PAYMENT LIST AGREED AT MARCH MEETING.

PAYMENT TO BE MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
6/3/2024	Norfolk Pension Fund	February Pension Contribution	911.01
22/3/2024	C Lake	March Wages	1,600
22/3/2024	M Orford	March Wages	1,055
28/3/2024	C Chaney	March Wages	334.00

8.POLICY MATTERS

- 8.1 The council adopted the Health and Safety Policy
- 8.2 The council adopted the Financial Risk Assessment Policy
- 8.3 The council adopted the Financial Reserves Policy
- 8.4 The council adopted the Investment Policy

9.PLANNING MATTERS

Ref: 2024/0567

Location: 82 Crostwick Lane, Spixworth

Proposal: Demolition of existing side extension and proposed single storey

Comments. The council had concerns regarding impact on thoroughfare but had no reason to not support the application.

The clerk was asked to circulate a copy of the neighbourhood plan to councillors to use when reviewing planning applications.

9.1 The council agreed and signed the Deed of Variation for the amenity land on Crostwick Lane now known as Maisie’s Meadow.

10. AMENITY MATTERS

10.1 AMEY LG Ltd Street Lighting had sent the parish council an invoice for an unauthorised call out charge for one of their streetlights. The Parish council agreed that as this was not authorised, they would not be paying the invoice and requested that the clerk dispute the matter.

10.2 The council discussed HAGS response to their complaint regarding the dissatisfaction of how the Parish Councils initial complaint raised in August 2023 had been handled and the laying of the Muga artificial grass surface. Councillor Vincent advised that the council need to review what the terms and conditions were of HAGS contract were and what the council signed up for. The clerk was asked to check the conditions in relation to our complaint and report back. If the conditions were made clear the council would need to pay the remainder invoices to avoid any further charges.

11. HIGHWAY MATTERS

Nothing to report.

12. TO DISCUSS PROPOSED PLAN EVENTS.

The council thanked Paula Harkin-Perry for putting together a plan for events taking place in Spixworth. To date only one group had come back with information. It is hoped that more people will respond with event details which will be published on the council's website page.

13. TO AGREE DATE OF THE NEXT MEETING.

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

There being no further business the Chairman closed the meeting at 9.31pm