

MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT
7:30pm ON TUESDAY 7th MAY 2024

PRESENT

PARISH

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

COUNTY

COUNCILLOR: Mr D Roper

PARISH CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Norfolk County Council (NCC) County Councillor Dan Roper advised the council that there was not much to report this month due to purdah for the Police and Crime Commissioner election.

Still waiting to hear more about the Western Link Project. The devolution deal for Norfolk full council agreed that the resolution adopting the new governance arrangements should be brought to the full council meeting on the 23 July 2024 to facilitate that election date.

Many parts of the county have made complaints about Highways, Councillor Roper advised that there is a huge backlog of work which is causing a delay in work being programmed. The matter has been reported to Cabinet Member Councillor Graham Plant.

Councillor Vincent asked if there was any progress on the Buxton Road drainage issue, the matter has been raised in several parish council meetings and reported to Highways for the last 2 years. Councillor Roper advised that he hopes it will be completed within this financial year.

Councillor Knight asked for an update on special need cuts, Councillor Roper reported that he will chase up the officer dealing with this.

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 of Spixworth Parish Council.

2. TO ELECT A VICE CHAIR FOR 2024/25

The Council elected Councillor Matthew Field as vice chairman.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Verbal apologies were received from District Councillor S Holland.

4. DECLARATIONS OF INTEREST

4.1 There were no declarations of interest.

4.2 The council agreed to Councillor Pat Daly written request for a dispensation.

5. CO-OPTION OF PARISH COUNCILLORS

No applications were received for co-option.

6. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 2nd of April 2024 were agreed and signed by the Chairman as a true record.

7. MATTERS ARISING

Councillor Field advised the council that another litter bin was needed for the MUGA court. Councillor Knight asked the clerk to bring costs to the next meeting.

The council discussed involving parishioners for a Spixworth big litter pick day, clerk to speak with Broadland District Council about obtaining litter picking equipment.

Councillor Field reported that the fence on Greg's Meadow picnic enclosure is broken and will send further details to the clerk for repairs to be carried out.

Councillor Vincent asked for an update on the council's complaint to the Ombudsmen regarding HAGS dealing with the play area and Muga up grade. Councillor Knight advised that a letter is being drafted but need to read over HAGS terms and conditions to make sure we have a case.

8. FINANCE

8.1 Balances were noted. The following payments (tabled) were authorised for payment in accordance with the budget as per tabled schedule 7th May 2024.

8.2 Bank Reconciliation as of the 30th of April 2024 was noted and signed by the Chairman.

8.3 The clerk provided copies of the end of year figures for the annual return. Councillor Vincent questioned whether the CIL and S106 monies should be included in the figures as its not the case with other councils. Councillor Knight responded that the figures must be included for the bank reconciliation to balance. The chairman asked the clerk to check this with the internal auditor and bring back to the next meeting.

8.4 The clerk provided a copy of the internal auditor report, the chairman informed the council that he would work through any comments made with the clerk.

8.5 The clerk provided quotes for the council's annual insurance policy. The council agreed to stay with Zurich for a further 3 years at an annual cost of £3,001.82.

8.6 The council agreed for Councillor Knight as chair and Councillor Field as vice chair to be added as signatories to the Parish Council bank accounts.

8.7 The clerk provided a copy of the quarterly figures to the council. Councillor question what the figure of £663.60 was for, clerk to report back at next meeting.

Approved payments April 2024

Date	Description	Supplier	Total
04/04/2024	Parish Council Office Sundries	Mrs C Lake	11.95
04/04/2024	Meeting Room Hire February 2024	Spixworth Village Hall	32.00
04/04/2024	Printer Maintenance and Support 31/3/24-29/4/24	Mayday	47.93
04/04/2024	Printer Maintenance and Support 29/2/24-28/3/24	Mayday	34.83
04/04/2024	Meeting Room Hire-March 2024	Spixworth Village Hall	16.00
04/04/2024	Street light Maintenance February 2024	Cozens	102.00
12/04/2024	Web Hosting	IONOS 1 & 1	13.56
22/04/2024	Design Service fee for Maisie's Meadow project	Redhead Architects	1,800.00
22/04/2024	Grant Application	Friends of the Federation of Spixworth Schools	500.00
23/04/2024	Parish Clerk Wages April 2024	Mrs C Lake	1,599.59
23/04/2024	Admin Officer Wages April 2024	Mrs M Orford	1,050.06
25/04/2024	Parish Council Office Electric	ENGIE	93.94
30/04/2024	Village Keeper Wages April 2024	Mr C Chaney	366.20

Receipts April 2024

Date	Description	Supplier	Total
26/04/2024	Precept 1st Instalment 2024/25	Broadland District Council	40,375.00

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Chairman 11th June 2024

OUTSTANDING PAYMENTS- agreed at Parish Council Meeting on the 7th of May 2024

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
08/05/2024	Mayday	Printer Maintenance Support 30/4/24-29/5/24	58.77
08/05/2024	Sonya Blythe	Internal Auditor Fee	125.00
08/05/2024	HMRC	April Tax Payment	537.24
08/05/2024	F.E Blundell	Allotment payment made in error	40.00
08/05/2024	Norfolk Pension Fund	April Pension Contribution	876.40
08/05/2024	Mrs C Lake	APM Refreshments	11.65
08/05/2024	Mrs C Lake	Batteries for Keyboard and Mouse	8.00
08/05/2024	Garden Guardian	March Grass Cutting	1478.16
08/05/2024	Cozens	March Street light Maintenance	102.00
08/05/2024	Mr A Utting	Longe Arms Defibrillator Parts	194.40
08/05/2024	BNP Paribas	Printer Lease 24/5/24-23/8/24	184.15

9. ANNUAL POLICY REVIEW.

- 9.1 The council reviewed and agreed the Financial Regulation Policy
- 9.2 The council reviewed and agreed the Risk Assessment Policy
- 9.3 The council reviewed and agreed the Internal Control Statement
- 9.4 The council reviewed and agreed the Effectiveness of the System of Internal Audit
- 9.5 The council reviewed and agreed the Code of Conduct Policy
- 9.6 The council reviewed and agreed the Assets Register
- 9.7 The council reviewed and agreed the Standing Orders.

Councillor Knight proposed that the council adopt the above policies all were in favour.

10. PLANNING MATTERS

10.1 The Council objected to the planning application for the new development off Park Road which was granted by Broadland District Council. The developer Harrier Homes contacted the Parish Council to agree a road name for the new development which the council did not provide comment on. Councillor Vincent queried why the road was being given a name as it is a private drive. The clerk was asked to check the details with Broadland District Council and report back.

The Council requested information on why the planning application for Foxley Wood was widening their driveway, when the clerk previously enquired with Broadland District Council Planning they did not have any further information to provide. The Council asked Councillor Rowe to look at the application and report back before the closing date.

11. HIGHWAY MATTERS

There were no highway matters reported.

12. AMENITY MATTERS

12.1 The clerk advised the council that the annual play inspection will be carried out by ROSPA in June for Greg’s Meadow and Orchard Road Play Area at a cost of £78 per site which the council agreed to.

12.2 The floodlights located on the MUGA court are broken, Councillor Cullington gave a brief summary of the problem and confirmed that due to the age of the lights it would be more cost effective to purchase new lights to bring them up to spec. The clerk was asked to obtain quotes from contractors and report back to the council.

12.3 The clerk obtained advice from Norfolk County Council on where best to plant a Copper Beech memorial tree on Maisie’s Medow the Council want to make sure the tree is planted in an area where it will survive. The chairman advised to contact the forestry commission for further advice before it is planted.

12.4 Councillor Field updated the council on his plan for Spixworth in bloom a map was provided to show where bulbs can be planted around Spixworth. Councillor Field suggested that 1600 bulbs are purchased for the first phase using the grant money provided by Broadland District Council. He asked the council for volunteers to help plant the bulbs and suggested for parishioners to get involved. Clerk to look at stockists for bulbs and necessary equipment. Clerk to circulate Spixworth in Bloom report to councillors.

12.5 Confidential item to be recorded separately from minutes.

13. NORWICH AIRPORT CONSULTIVE COMMITTEE

13.1 Councillor Daly who attends the Airport Consultive Committee Meetings reported that there had not been one complaint or concern surrounding Spixworth in 5 years concerning the Airport and asked the council whether it was necessary to send a representative. People using Norwich Airport has dramatically reduced. The council thought it was best to have a representative at these meetings, Councillor Hancock offered to volunteer as a substitute in Councillor Daly’s absence.

14. STAFFING MATTERS

Confidential item to be recorded separately from minutes.

15. SUMMARY OF STAFF APPRAISALS

Confidential item to be recorded separately from minutes.

16. EXCHANGE OF INFORMATION

Nothing to report.

17. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be held on Tuesday 11th June 2024 in room 84, at Spixworth Village Hall.

There being no further business the Chairman closed the meeting at 9:30 pm.