

MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT
7:30pm ON TUESDAY 13th MAY 2025

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr M Field (Vice Chairman)
Mr P Rowe
Mr P Daly
Mr I East
Mr S Cullington
Mr K Wingham
Mr J Hancock

COUNTY

COUNCILLOR: Mr D Roper

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 of Spixworth Parish Council.

2. TO ELECT A VICE CHAIR FOR 2025/26

The Council elected Councillor Matthew Field as vice chairman.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. PUBLIC SPEAKING TIME

No members of public were in attendance

6. REPORT FROM DISTRICT COUNCILLOR

No reports received.

7. REPORT FROM COUNTY COUNCILLOR

No reports received.

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8. REPORT FROM PARISH CLERK

The clerk circulated a report to councillors which was read out by the chairman.

9. HIGHWAY MATTERS

The council asked the clerk to speak with NCC Highways to find out what type of posts were being installed on Crostwick Lane as part of the 2025/26 Parish Partnership and to chase up when the village gateway signs were due to be installed on Church Road.

Councillor Rowe noted that there was new graffiti on the Buston Road bridge. Councillor Field also noted that there was broken glass and rubbish under the bridge. It was suggested to speak with Highways on a sustainable solution to remove graffiti from the bridge and add the matter to the action sheet.

Councillor Daly wanted to thank NCC Highways on behalf of Spixworth Parish Council for the work carried out on the speed humps on Crostwick Lane.

10. CO-OPTION OF PARISH COUNCILLORS

No co-options received.

11. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 1st of April 2025 were agreed by Councillor Knight, seconded by Councillor Rowe and signed by the Chairman as a true record.

12. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated a copy of the latest action plan.

13. FINANCE

13.1 Balances were noted. The following payments (tabled) were authorised for payment in accordance with the budget as per tabled schedule 13th May 2025.

13.2 Bank Reconciliation as of the 30th of April 2025 was noted and signed by the Chairman.

13.3 The internal auditors report for 2024/25 was noted.

13.4 Section 1 of the Annual Governance Statement for 2024/25 was approved and signed by the chairman.

13.5 Section 2 of the Annual Governance accounting statement figures were approved.

13.6 At the time of the meeting the clerk had not received the 2025/26 annual cost for the insurance policy, providing there wasn't a huge increase the council agreed in principle to stay with Zurich insurance.

13.7 The council had already reviewed and agreed the quarterly figures for the end of March 2025. Councillor Knight would liaise with the clerk on setting the reserves for 2025/26 and bring back to the next meeting.

13.8 Councillor East had asked if the council could purchase some litter pickers. The clerk was asked to speak with Broadland District Council to see if they would allow the parish council to keep some

Receipts and Payments April 2025

VH Administration Work	01/04/2025	Receipt - Administration Office Wages Sep 2024	Spixworth Village Hall	0.00
Street Lighting-Power	01/04/2025	Payment - Street Light Energy 01/11/23-30/11/23	SSE ENERGY SOLUTIONS	-1,456.82
Street Lighting-Power	02/04/2025	Payment - Street Light Energy 01-12-23 to 31-12-23	SSE ENERGY SOLUTIONS	-1,505.39
Staff Costs	03/04/2025	Payment - HMRC Tax Payment March 2025	HMRC	-620.43
Staff Costs	03/04/2025	Payment - Pension Contribution March 2025	Norfolk Pension Fund	-999.80
Printer/Photocopier	03/04/2025	Payment - Printer Maintenance and Support 31/3/25-29/4/25	Mayday	-38.18
Printer/Photocopier	03/04/2025	Payment - Printer Maintenance and Support 28/2/25-27/03/25	Mayday	-58.56
Parish Council Room Hire	03/04/2025	Payment - Meeting Room Hire March 2025	Spixworth Village Hall	-20.00
Subscriptions	03/04/2025	Payment - Parish Online March 2025-March 2026/ Additional Domain/	Parish Online	-259.20
Village Hall Expenses	03/04/2025	Payment - Market Valuation of Social Club	Watsons	-1,200.00
Street Lighting-Maintenance	03/04/2025	Payment - Street light Maintenance February 2025	Cozens	-102.00
Play Area-Orchard Road	03/04/2025	Payment - Repair work carried out on Orchard Road Park Swing- New	Eggett Steam Cleaning	-160.00
Street Furniture	03/04/2025	Payment - Memorial Bench Crostwick Lane	Glasdon UK Limited	-1,100.34
Allotment Maintenance	03/04/2025	Payment - Repair work on Allotments Posts	Eggett Steam Cleaning	-75.00
Allotment Maintenance	03/04/2025	Payment - Installation of new tap on Allotments	Eggett Steam Cleaning	-120.00
Parish Council Room Hire	04/04/2025	Payment - Meeting Room Hire Feb 2025	Spixworth Village Hall	-20.00
Street Lighting-Power	04/04/2025	Payment - Street Light Energy 12.8.23-31.8.23	SSE ENERGY SOLUTIONS	-40.34
Miscellaneous	07/04/2025	Payment - VE Day Bunting for Village Hall	Amazon	-67.58
Street Lighting-Power	07/04/2025	Payment - Street Light Energy 01/01/24-31/1/24	SSE ENERGY SOLUTIONS	-1,505.39
VH Administration Work	14/04/2025	Receipt - Administration Officer Wages October 2024	Spixworth Village Hall	890.16
Salaries	23/04/2025	Payment - Wages April 2025	Staff	-2,942.23
Precept	25/04/2025	Receipt - First Instalment Precept	Broadland District Council	55,500.00
Electric (Parish Council Office)	25/04/2025	Payment - Parish Council Office Electric	ENGIE	-83.17
Audit	30/04/2025	Payment - Internal Audit Fee 2024-25	Miss S Blythe	-125.00
Street Lighting-Power	30/04/2025	Payment - Street Light Energy 01/02/24-29/02/24	SSE ENERGY SOLUTIONS	-1,408.25
Street Furniture	30/04/2025	Payment - Removal of old memorial bench and replacement new bench	Eggett Steam Cleaning	-265.00
Maisie's Meadow	30/04/2025	Payment - Maisie's Meadow Annual Litter Bin Service	Broadland District Council	-104.88

OUTSTANDING PAYMENTS- agreed at Parish Council Meeting on the 13th of May 2025

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
14/05/2025	NCC	50% Payment for Parish Partnership Scheme 25/26 bollards	1,500
14/05/2025	Norfolk Parish Training & Support	Councillor Induction Course Training 2 parts	65.00
14/05/2025	Broadland District Council	Maisie's Meadow Annual dog bin charge x 1 bin	104.88
14/05/2025	Mayday	Printer Maintenance and Support 30/4/25-29/5/25	62.18
14/05/2025	BNP Paribas	Printer Lease 24/5/25-23/8/25	184.15
14/05/2025	SSE	Streetlight Power 1/3/25-31/3/25	1,700.29
14/05/2025	Norfolk Pension Fund	April Pension Contribution	982.38
14/05/2025	Spixworth Village Hall	Meeting Room Hire April 2025	40.00
14/05/2025	HMRC	Tax Payment April 2025	746.14
14/05/2025	Norse	St Mary's Court (Allotment) Grass Cutting 24/25 season	284.09
14/05/2025	Cozens	Streetlight Maintenance	102.00
14/5/2025	Garden Guardian	March Grass Cutting	970.80

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14/5/2025	SSE	Streetlight Power 1/2/25-28/2/25	1,535.76
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14. PLANNING MATTERS

Ref:2025/1148

Proposal: Proposed single storey rear extension

Location: 1 William Peck Road

Comments: Councillor Rowe had reviewed the application and advised the council that it is not possible to support due to lack of information based on the same application that was proposed 3 years ago.

15. ANNUAL POLICY REVIEW

15.1 The council reviewed and agreed the Financial Regulations policy.

15.2 The council reviewed and agreed the Risk Assessment policy.

15.3 The council reviewed and agreed the internal Control Statement.

15.4 The council reviewed and agreed the effectiveness of the system of the internal audit.

15.5 The council reviewed and agreed the code of conduct policy.

15.6 The council reviewed and agreed the assets policy.

15.7 The council reviewed and agreed the standing orders.

The council did not review the health and safety/safeguarding/lone working/planning scheme of delegation. These would be reviewed at a future meeting. Councillor Knight proposed that the council adopt the above policies all were in favour.

16. AMENITY MATTERS

16.1 The clerk noted that a parishioner had reported that the bolts on main double swing on Orchard Road were broken. The bolts have now been replaced and would be monitored. ROSPA will be carrying out play area inspections in June. The council will review these reports at the June meeting.

16.2 The clerk advised the council that the grass cutting contractor Garden Guardian had reported sighting of Japanese knotweed on Greg's Meadow. It was advised for the clerk to order some safety fencing to protect the area so it could be treating without getting disturbed.

17. DEVOLUTION/LOCAL GOVERNMENT ORGANISATION

No updates to report.

18. TO CONSIDER CHRISTMAS EVENT AND APPOINT WORKING GROUP

Councillor Knight had spoken with the church warden from St Peters church with regards to holding a Christmas event in line with the switching on of the

Christmas tree lights. Councillor Hancock, Councillor East and Councillor Field agreed to form a working group and liaise with the church warden.

19. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be held on Tuesday 17th June 2025 at 7:00pm in room 84, at Spixworth Village Hall.

There being no further business the Chairman closed the meeting at 8:41 pm.

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