

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH  
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm  
ON TUESDAY 4<sup>th</sup> MARCH 2025**

**PRESENT**

PARISH

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

DISTRICT

COUNCILLOR: Mrs S Holland

PARISH

CLERK: Mrs C. Lake

Two members of public were in attendance.

**Reports and Parishioner's Question Time.**

Two members of public attended the meeting to observe.

**Norfolk County Council (NCC)** Councillor Roper sent his apologies and provided a report via email.

**Broadland District Council (BDC)** Councillor Holland reported on the Nutrient Neutrality mitigation, Broadland District Council have led on a way to improve infrastructure and unlock the much-needed housing growth in Norfolk. There are free septic tank replacement services available for businesses and landowners, which will help in reducing nutrients into the rivers.

Broadland District Council have established a new grant to support Town Councils, Parish Councils, and community organisations across the districts to organise a commemorative event for the 80th anniversary of Victory in Europe (VE) day on Thursday 8 May 2025. Up to £300 of funding per parish is available to support commemorative community events or tributes that are community focussed, accessible and open to all within the community.

Councillor Holland also talked about devolution there are lots of people who don't know what's happening, Broadland District Council and Councillor Holland in her role as leader are going to hold community engagements, Councillor Holland wants the opportunity for Broadland Council to work closely with the government

and neighbours to deliver a deal for Norfolk to secure outcomes and opportunities for residents and businesses.

Councillor Knight feels Norfolk Association of Local Councils (NALC) should be doing something to inform local Town and Parish Councils of what the impact may be for them.

## **AGENDA**

### **1. TO ACCEPT APOLOGIES FOR ABSENCE**

Written apologies were received from Councillor S Vincent and accepted by the council.

### **2. DECLARATIONS OF INTEREST**

None.

### **3. HIGHWAY MATTERS**

Councillor Field informed the council that a resident of Spixworth has been campaigning for safety measures to improve the Crostwick Lane/North Walsham Road junction. The Parish Council have raised their concerns to Norfolk County Council Highways on several occasions.

It was suggested that the council start a social media campaign page. Councillor Field highlighted the importance of knowing what Norfolk County Council next steps are and what they have in place to improve the junction.

Councillor Knight suggested putting up signs to warn about the dangerous junction.

It was agreed that the annual parish meeting would focus on a campaign for the junction.

### **4. CO-OPTION OF PARISH COUNCILLORS**

No applications were received.

### **5. MINUTES OF PREVIOUS MEETING**

The Minutes of the parish council meeting held on the 4<sup>th</sup> of February 2025 were agreed by Councillor Knight, seconded by Councillor Field, and signed off by the Council as a true record.

### **6. TO RECEIVE MONTHLY ACTION PLAN UPDATE.**

The clerk circulated a copy of the monthly action plan update. Councillor Knight asked to report to NCC Highways that a bollard had been hit on Chestnut Avenue.

## 7. FINANCE

7.1 Balances were noted and the following payments were authorised in accordance with the budget as per the tabled scheduled 4<sup>th</sup> March 2025 were agreed.

7.2 The Bank Reconciliation as of the 26<sup>th</sup> of February balanced and was agreed.

Councillor Knight talked about the council can invest their money better. The CCLA Public Sector Deposit Fund aims to maximise the current income consistent with the preservation of principal and liquidity. The council would need to investigate further into how the fund works and look at the risk factors to see how the money is protected. The CCLA is not a bank or Building Society so the council would also need to change their financial regulations. The clerk was asked to circulate the information to councillors.

7.3 It was reported to the clerk that there were several trees overhanging into a property on Cedar Avenue from Greg's Meadow. The clerk presented quotes for the trees to be cut back. It was agreed that the contractor Tree care and conservation would carry out the work at a cost of £640 + VAT.

7.4 Councillor Rowe updated he council on the quotations received for the Maisie's Meadow Landscape Design Project. The council received a copy of the financial and allowance comparison of the tender returns received to undertake the landscaping of Maises Meadow, including:

- a) 725 l m \* 1.5m wide path with two benches on concrete bases
- b) 750m2 picnic area complete with five picnic tables on concrete bases
- c) 100m2 entrance area by the gate
- d) 150no 1.5-2m high trees
- e) 150m2 shrubs
- f) 450m2 planting
- g) 925m2 wildflower turf

The council agreed to obtain prices that reflected the design by the contractor Villa Road and incorporated the best elements of all the original proposals; that the paths, picnic area & entrance would hot rolled asphalt (HRA) with concrete edges to provide a greater lifespan than that of a semi-bound surface with timber edges.

The council received bids from four contractors. Three other companies did not return a quotation. The total values were far greater than the original offers due to the increase in specification and content. Councillor Rowe proposed to accept Villa Roads quotation.

Councillor Knight thanked Councillor Rowe for his work on the quotations but wanted to make sure the councillor had followed its financial regulations in terms of tendering for the contract. Councillor Knight proposed to appoint Villa Road subject to further information on the terms of the contract concerning payment and timescales and holding a meeting with the contractor prior to the works starting,

Councillor Field seconded. Councillor Daly did not agree and advised that the council should not commit without a penalty clause.

Councillor Rowe to liaise with the clerk to obtain a final quote.

Councillor Knight suggested that two councillors lead on the project and provide updates.

Final quote to be presented at the next meeting and an online meeting arranged with the contractor before the contract is awarded.

Councillor Rowe to set up meeting with contractor.

7.5 At the February Parish Council meeting the clerk advised the council that the council office printer was no longer covered under warranty due to the age of the machine. The clerk provided quotes to upgrade the printer with a new lease and contract. The council felt it would be more cost effective to purchase a new printer outright rather than pay a monthly lease and maintenance fee. Councillor Field offered to loan his own smaller printer to the clerk to trial.

Mayday quoted £1,100 for a refurbished printer Office Flow quoted £995 for a new printer. The council agreed to purchase a new printer from Office Flow.

7.6 The clerk advised the council that the Trustee have an outstanding debt owed to the council of £8,257.48 for Village Hall administration work carried out by the Administration Officer (AO) The AO is employed by the Parish Council but carries out 16 hours work per week for the Village Hall. Due to the halls finances it has not been possible to pay the parish council monthly for wages owed. The Trustee are currently looking at refurbishing the hall due to ongoing repair costs and high energy bills for it to run more efficiently. Councillor Knight suggested to put the debt on hold for now and for the hall to pay off as much as possible over the coming months. The clerk was asked to keep this item on the monthly meeting agenda for updates.

## MARCH PAYMENTS AND RECEIPTS

10/02/2025	Receipt - SAPS Container Rent Qtr 2 and 3	SAPS	150.00
18/02/2025	Payment - Telephone and Broadband	BT	-250.22
21/02/2025	Receipt - Allotment Rent	T Alexander	81.00
21/02/2025	Payment - Staff Wages February 2025	Clerk/AO	-2,959.33
24/02/2025	Payment - Microsoft 365 Annual Subscription Fee	Microsoft Office	-104.99
25/02/2025	Payment - Parish Council Office Electric	ENGIE	-86.05

**OUTSTANDING PAYMENT LIST AGREED AT THE MARCH MEETING**

<b>PAYMENT TO MADE ON</b>	<b>PAYEE NAME</b>	<b>PAYMENT DETAILS</b>	<b>AMOUNT £</b>
5/3/25	Cozens	Streetlight Maintenance January 2025	102.00
5/3/25	Spixworth Village Hall	Allotment Water Bill Oct-Feb	8.90
5/3/25	Norfolk Pension Fund	February Pension Contribution	999.80
5/3/25	HMRC	February Tax Payment	620.43

**8.PLANNING MATTERS****Ref:**2025/0333**Location:**1 Oak Drive, Spixworth**Proposal:** Demolish existing garage and replace with an extended garage including space for private use.**Comments:** Councillor Rowe read the application and could not see any issues. The council supported the application all were in favour.**Ref:**2024/1991**Location:**128 Park Road, Spixworth**Proposal:** Front annex extension to existing bungalow**Comments:** Application added to agenda in error as it has already been passed at Broadland District Council Planning Committee.**9.AMENITY MATTERS**

9.1 The clerk asked if the council were taking part in the Big Broadland Litter Pick. running from 1 March until 31 May 2025, alongside Keep Britain Tidy's Great British Spring Clean. The council agreed to take part and to set a date for the 29<sup>th</sup> and 30<sup>th</sup> of March.

**10.SAM 2 DATA**

10.1 The clerk circulated the traffic data from the SAM 2 camera which was placed on Crostwick Lane facing east between the 5/12/24-5/1/25.

**11. DEVOLUTION DEAL**

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Chairman 1<sup>st</sup> April 2025

Norfolk County Council and the Government have agreed, in principle, a new County Deal, to transfer funding and powers to Norfolk – a process known as devolution. Councillor Knight raised concerns on how these changes could impact Town and Parish Councils and felt it was necessary to keep the matter on the parish council meeting agendas.

**12.TO AGREE DATE OF THE NEXT MEETING.**

The next Parish council meeting will be held on the 1<sup>st</sup> of April 2025

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Chairman 1<sup>st</sup> April 2025