

MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT
7:30pm ON TUESDAY 3rd May 2022

PRESENT

PARISH

COUNCILLORS: Mr P Rowe (Chairman)
Mr M Knight
Mr K Harkin-Perry
Mr S Cullington
Mr V Barrell
Mr P Daly
Mr S Vincent

COUNTY & DISTRICT Mr D Roper
COUNCILLOR

CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

Broadland District Council: Councillor Roper reported that the processing of the £150 energy rebate has now started for property bands A-D, there is also a discretionary fund to provide support to other energy bill payers who are not eligible under the terms of the core scheme, or to provide carefully targeted 'top-up' payments to the most vulnerable households in bands A to D. Any residents that may need further support can get in contact with the help hub at Broadland District Council.

Norfolk County Council: Councillor Roper reported that The opposition wouldn't debate a motion regarding free school meals at a meeting held by Norfolk County Council.

Norfolk County Council Highways will carry out a feasibility study for North Walsham Road/Crostwick Lane junction in the next 2-3 months.

AGENDA

**1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF
ACCEPTANCE OF OFFICE AND MEMBERS INTEREST**

The Council elected Councillor Paul Rowe as chair, which was proposed by Councillor S Vincent, seconded by Councillor M Knight.

2. TO ELECT A VICE CHAIR FOR 2022/23

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Chairman 7th June 2022

The Council elected Councillor Mark Knight as vice chairman, proposed by Councillor S Vincent, seconded by Councillor V Barrell.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Councillor K Vincent , and Councillor S Holland

4. DECLARATIONS OF INTEREST

Nothing to report.

5. CO-OPTION OF PARISH COUNCILLORS

No applications were received.

6. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 5th of April 2022 were agreed proposed by Councillor V Barrell and seconded by Councillor Harkin-Perry and signed off by the Chairman as a true record.

7. MATTERS ARISING (NOT COVERED BY AGENDA)

None

8. FINANCE

8.1 Balances were noted. The following payments (tabled) were authorised for payment in accordance with the budget as per tabled schedule 3rd May 2022. An additional payment for Mayday was also agreed proposed by Councillor Knight, seconded by Councillor Harkin-Perry.

8.2 Bank Reconciliation as of 27th April 2022 was noted and signed by the Chairman. Payments were approved by full council.

8.3 The clerk confirmed that an internal auditor had been booked to carry out the parish council internal audit for year end 2021/22.

Approved payments for April 2022

Payments April 2022

06/04/2022	Mayday	Maintenance Support	36.18
06/04/2022	Mayday	Maintenance Support	39.27
06/04/2022	Cozens	Street Light Maintenance-Feb 2022	450.00
06/04/2022	GW Shelter Solutions Ltd	New Bus Shelter	6,976.80
06/04/2022	HMRC	Tax Payment March 2022	437.53
06/04/2022	Norfolk Pension Fund	Pension Contribution-March 2022	597.02
12/04/2022	N Power	DD Migration Standing Order Charge	18.82
13/04/2022	1&1 Internet	Web Hosting	12.00

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19/04/2022	N Power	Street Light Energy Charges	4,099.90
22/04/2022	Mrs M Orford	Clerk Assistant April 2022 Wages	291.82
22/04/2022	Mrs C Lake	Parish Clerk Wages April 2022	1,483.62
26/04/2022	ENGIE	Parish Council Office Electric	70.99
27/04/2022	Tesco	Refreshments	9.85

Receipts April 2022

12/04/2022	HMRC	VAT Refund	8,847.90
20/04/2022	Norfolk County Council	Parish Partnership Scheme	2,907.00

OUTSTANDING PAYMENTS- agreed at Parish Council Meeting on 3rd May 2022

PAYMENT DATE	NAME	PAYMENT DETAILS	AMOUNT
29.04.2022	Village Keeper	April Salary	304.00
04.05.2022	Norfolk Pension Fund	April Pension Contribution	650.54
04.05.2022	HMRC	April Tax Payment	529.38
04.05.2022	Garden Guardian	April Grass Cutting	1240.80
04.05.2022	Siemens	Printer Lease (3 months)	136.15 (inc VAT)
04.05.2022	Cozens	March Streetlight Maintenance	450.00 (inc VAT)
23.5.2022	Parish Clerk	May Salary (to include backpay from 2021/22)	1400.00
23 5.2022	Clerk Assistant	May Salary	365.00
31. 5 2022	Village Keeper	May Salary	405.00

9. ANNUAL POLICY REVIEW

The clerk circulated four policies to the council to be checked and signed off for the internal audit, these included Financial Regulations, Risk Assessment, Internal Control Statement and Effectiveness of the System of Internal Audit. No information had changed on the reports since they were last checked in the previous year. A new financial reserves policy had been had also been circulated to full council, all policies were agreed.

10. JUBILEE CELEBRATIONS

The council discussed the upcoming Jubilee celebrations and agreed to plant a tree on amenity land on Crostwick Lane once it had been transferred to the Parish Council and purchase a bench to mark the occasion. The clerk was asked to obtain some prices of benches to bring back to the next meeting. Councillor Vincent reported on some of the events that Broadland District Council would be holding.

The Council also agreed to contributing some money to Spixworth Village Hall to mark the 50th anniversary and Jubilee event which the Social Club are hosting.

11. TO AGREE PARISH COUNCIL OPEN MORNING DATE

Due to councillor and hall availability the council agreed to postpone the open morning until after the jubilee celebrations.

12. PLANNING MATTERS

The following Planning Applications were discussed by the Council:

Ref: 20220490

Location: 3 Lillian Road, Spixworth, NR10 3PZ

Description: Single storey detached annex

Closing Date for Comments: 15th May 2022

No comment

Ref: 20212275

Location: 10A Ivy Road, Spixworth, NR10 3PX

Description: Alterations to roof including increase in height and instillation of roof lights and windows

Closing Date for Comments: 4th May 2022

Spixworth Parish Council objected to 10A Ivy Road planning application for the following reasons.

1. Inadequate parking
2. It does not meet requirements of Spixworth Neighbourhood Plan.

Ref: 20220493

Location: 42 Park Road, Spixworth, NR10 3PJ

Description: Reserved matters application for access, appearance, landscaping, layout and scale.

Closing Date for Comments: 5th May 2022

Spixworth Parish Council objected to 42 Park Road application for the following reasons: 1. Insufficient Parking, 2. Flooding problems-doesn't comply with Spixworth Neighbourhood Plan Policy 3. Drag distance for bins plot 2,3,4 and 5

13. CORRESPONDENCE

Email-Temporary closure of Old Church Road in the Parish of Horstead with Stanninghall because of BT pole inspection works (NTRO5156)

Email- Broken Equipment-Spixworth Village Hall Play Area

Email- Planning Weekly Lists (19/4/22)

Email- UPDATE- Amenity Land Hopkins Homes - Crostwick Lane, Spixworth, Norwich

14. HIGHWAY MATTERS

15. AMENITY MATTERS

15.1 The council discussed an alternative location following a request received from a parishioner, due to another memorial bench being located in the chosen area it was suggested to place the memorial bench on Greg's Meadow. Clerk to report back to parishioner.

The council agreed to set up a working group to discuss ideas for the new amenity land on Crostwick Lane, Councillors Rowe, Knight, Barrell, Harkin-Perry and Cullington agreed to be part of this group.

16. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be held on Tuesday 7th June 2022 in room 84, at Spixworth Village Hall

13. ITEMS FOR NEXT AGENDA

There being no further business the Chairman closed the meeting at 8.52 pm

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Chairman 7th June 2022