

**MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH**  
**COUNCIL HELD AT**  
**7:30 pm ON TUESDAY 5<sup>th</sup> MAY 2020 BY REMOTE ATTENDANCE VIA ZOOM**  
**VIDEO CONFERENCING**

**PRESENT**

COUNCILLORS: Mr P Rowe (Chairman)  
Mr M Knight  
Mr S Vincent  
Mr K Harkin-Perry  
Mr D Roper (County Councillor)  
Mrs S Holland (District Councillor)

CLERK: Mrs C. Lake– Parish Clerk

**Reports and Parishioner's Question Time**

Councillor S Holland reported the following:

**Broadland District Council:** The staff at Broadland have been busy doing a superb job during the Coronavirus lockdown period, so far, the community help hub has taken 13,000 calls and helped 5000 vulnerable people. Waste and recycling bins have been rebranded with information about Coronavirus. Broadland will also be holding a virtual finance meeting on Thursday. Councillor Holland advised to contact herself or councillor Roper if there is anyone that requires support or helpline numbers.

Councillor Roper advised that there had been an issue with travellers at the end of Bullock Lane The travellers settled there before lockdown measures were put in place. Courts date had been fixed to remove them but the advice from Broadland was for the travellers stay put until the lockdown has been lifted. Since this advice was given there had been an issue with dogs that were let lose causing trouble. The police were contacted, and the travellers left the area. A clean up order has now been made by the district council.

Councillor Roper also reported that Jaguar House located in Badersfield which is run by a private company has been used to house homeless people. The M.O.D have moved people to Jaguar House seeking asylum. Councillor Roper has had assurance that security has been put in place to control the amount of people now based there.

Councillor Holland noted that if anyone celebrating VE Day at home, bunting pictures can be downloaded from the Broadland District Council website.

**Norfolk County Council: Councillor** Roper reported that there has been a huge amount of work being carried out during the Coronavirus pandemic with the distribution of PPE. There is not yet an update on when recycling centres will open. Discussions have also taken place with the Highway Engineer covering Spixworth and surrounding areas. Currently Highway works are a bit patchy due to low numbers of staffing and a financial shortfall of £19 million due to the current pandemic.

Councillor Rowe asked the possibility of having a sign erected in the village to thank the NHS. Councillor Roper advised that although unauthorised signs should not be put up on highway land, in the spirit of the current climate it would be ok to bend the rules slightly providing the sign is erected in a safe place.

## **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 and seconded by Councillor M Knight. Due to the vote being agreed via a remote meeting the clerk will forward a declaration of acceptance of office to sign.

### **2. TO ELECT A VICE CHAIR FOR 2020/21**

The council elected Councillor Vince Barrell as vice chairman.

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

Councillor K Vincent. & Councillor V Barrell

### **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 3<sup>rd</sup> March 2020 were changed to add the attendance of Councillor Holland and Councillor Roper, then agreed and signed off by the Chairman as a true record.

### **7. MATTERS ARISING (NOT COVERED BY AGENDA)**

Councillor Rowe informed the council that he had been speaking with the web designer Steve Jackman regarding building of the new parish council website about ideas and how it should be formatted. It was suggested that the council hold a remote discussion with Steve to provide their views and give ideas on how the new website should look. There was a significant change to the second drafted template of the website which councillors were not too keen

on. Councillor S Vincent advised that despite what Steve may suggest we need to be clear on what we want to add to it. Councillor Rowe confirmed he will report back the council views and set up a remote meeting.

## 8. FINANCE

8.1 Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 5<sup>th</sup> May 2020. proposed by Councillor P Rowe.

8.2 Bank Reconciliation as of 30<sup>th</sup> April 2020 was noted and signed by the Chairman. Payments were approved by full council.

8.3 The clerk had previously circulated a hard copy to all councillors to review the effectiveness of internal audit and control. As nothing had changed from last year the policy was agreed and signed off by the clerk.

8.4 The clerk circulated a hard copy to all councillors to review the Financial Regulations policy. The policy was agreed and signed off by the clerk.

8.5 The council reviewed the Parish Council Risk Assessment Policy. The policy was agreed and signed off by the clerk.

8.6 The council agreed the insurance policy with Zurich for 2020/21 an annual increase of £50.33 had been added to the policy.

8.7 The council agreed to the clerk pay increment based on completion of CiLCA qualification.

The council agreed to the extra cost for annual safety inspection of the gym equipment located on Greg's Meadow. This was not noted as an item on the original agenda.

### Approved payments for April 2020

#### Expenses April 2020

17.04.2020	EON	Streetlight Energy (April 2020)	DD	1116.68
23.04.2020	British Gas	V Hall Electric Bill (2.3.20-1.4.20)	DD	408.73
23.04.2020	C Lake	April Salary	BACS	1151.75
27.04.2020	Opus Energy	Office Electric	DD	50.11
30.04.2020	C Chaney	April Salary	BACS	279.20
17.04.2020	1&1 Webmail	Web hosting	DD	12.00
07.05.2020	EAW Company Ltd	V Hall Water Cooler & Boiler	BACS	102.02
07.05.2020	Norse	V Hall Grounds Maintenance Additional work March 2020	BACS	1275.62

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Chairman 2<sup>nd</sup> June 2020

07.05.2020	Cozens	Streetlight Maintenance (March 2020)	BACS	450.00
07.05.2020	Siemens	Printer Lease Rental (6.5.20-5.8.20)	BACS	136.15
07.05.2020	Norfolk Pension Fund	Pension Contribution (April 2020)	BACS	383.68
07.05.2020	HMRC	Tax Payment (April 2020)	BACS	260.66

**Income April 2020**

30.04.20	Broadland District Council	Parish Precept 1st instalment	BACS	44000.00
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**OUTSTANDING PAYMENTS- to be agreed at 5.5.20 Parish Council Meeting**

6.5.2020	Cozens	St Light Maintenance (March 2020)	450.00
6.5.2020	1&1	Web Hosting	12.00
6.5.2020	Norse	Grounds Maintenance- Village Hall	1275.62
6.5.2020	Siemens	Printer Lease Rental	136.15
6.5.2020	HMRC	Tax Payment	260.66
6.5.2020	Norfolk Pension	April Contribution	383.68
23.5.2020	C Lake	May Salary (+ 2.75% annual increment confirmed by NJC) + Overtime	1,400 (est)
29.5.2020	C Chaney	May Salary	281.00 (est)

## 9. PLANNING MATTERS

The following Planning Applications were discussed by the Council:

**(1) Ref: 20200825**

**Location: 17 Christine Road, Spixworth, NR10 3PH**

**Description: Proposed single storey rear and side flat roof extensions.**

**(2) Ref: 20200842**

**Location: 8 Rosetta Road, Spixworth, NR10 3NW**

**Description: Erection of garage and single storey rear extension.**

No comments received.

## 10. CORRESPONDENCE

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- 1) Email-Police News round up
- 2) Email-BDC&SNC Publicity of Planning
- 3) Email-Police Covid-19 News update
- 4) Email-BDC&SNC-Town & Parish Council Briefing on Covid-19

## 11. HIGHWAY MATTERS

The council discussed the process to set up a petition to improve traffic management on Crostwick Lane and North Walsham Road. Councillor Roper advised that the council need to think about what they want done. Previously the proposal of a roundabout had been mentioned, but due to the amount of utility cables under the road this would not be an option. The council talked about having traffic lights, councillor Roper advised to speak with the highway engineer at Norfolk County Council to discuss what options are available.

## 12. AMENITY MATTERS

No matters were reported

## 13. COVID-19 UPDATE

The clerk talked about the fantastic work 'Spixworth Helping Hands' had been doing in Spixworth to help parishioners out during the lockdown. The clerk also managed to obtain 5 litres of hand sanitizer to distribute to all the volunteers working with the group.

## 14. NEIGHBOURHOOD PLAN

14.1 Councillor S Vincent reported that examination for the neighbourhood plan is now complete and passed its examination. There will now be a wait until the referendum which will take place in May 202.

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

The date of the next Parish Council Meeting is Tuesday 2<sup>nd</sup> June 2020, to be held by Zoom video conferencing.

**13. ITEMS FOR NEXT AGENDA**

There being no further business the Chairman closed the meeting at 9.15pm