

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH**  
**COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7:30 pm**  
**ON TUESDAY 7<sup>th</sup> JUNE 2022**

**PRESENT**

PARISH

COUNCILLORS: Mr M Knight (Vice Chairman)  
Mr V Barrell  
Mr S Cullington  
Mr J Holman  
Mr P Daly

COUNTY

COUNCILLOR: Mr D Roper

CLERK: Mrs C. Lake– Parish Clerk

**Reports and Parishioner's Question Time**

**Norfolk County Council:** Councillor Roper reported that Norfolk County Council are currently waiting on a report concerning the Norwich Western Link, this has been deferred a month.

**Broadland District Council:** There has been a meeting regarding the accommodation review for Broadland District Council moving to Broadland Business Park, staff will look to move buildings early next year.

Broadland are working their way through the £150 rebate for households covering this area.

**AGENDA**

**1. TO ACCEPT APOLOGIES FOR ABSENCE**

K Vincent, S Vincent, K Harkin-Perry, P Rowe, S Holland

**2. DECLARATIONS OF INTEREST**

Councillor Knight declared an interest in planning application for 32 Chestnut Avenue.

**3. CO-OPTION OF PARISH COUNCILLORS**

No applications were received.

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Chairman 5<sup>th</sup> July 2022

**4. MINUTES OF PREVIOUS MEETING**

The Minutes of the Annual Council Meeting held on the 3<sup>rd</sup> of May 2022 were agreed, proposed by Councillor Knight, seconded by Councillor Barrell, and signed off by the Vice Chairman as a true record.

**5. MATTERS ARISING (NOT COVERED BY AGENDA)**

None

**6. COUNCILLOR RESIGNATION.**

The Parish Council noted the resignation of Councillor Kiddell.

**7. FINANCE**

7.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 7<sup>th</sup> June 2022 were agreed.

7.2 Bank Reconciliation up to 31<sup>st</sup> May 2022 was noted and signed by the Vice Chairman. Payments were approved by the council.

7.3 The council approved Section 1 Annual Governance Statement of the Annual Return 2021/22.

7.4 To council approved Section 2 the end of year figures for the Annual Return 2021/22.

7.5 The council reviewed and noted the internal auditor's comments. Monthly checks on play and gym equipment need to be carried out, any damages to be reported to the parish clerk.

**APPROVED PAYMENTS FOR MAY 2022****EXPENDITURE**

11/05/2022	Viking	Stationary Order	74.21
12/05/2022	1&1 Internet	Web Hosting plus Website Builder Fee	16.80
18/05/2022	BT	Telephone/Broadband	276.96
23/05/2022	N Power	Street Light Energy Charges	1,165.18
23/05/2022	Mrs M Orford	Clerk Assistant May Wages	357.57
23/05/2022	Mrs C Lake	Clerk Wages May 2022	1,335.66
24/05/2022	ENGIE	Parish Council Office Electric	57.47
26/05/2022	Steve Jackman	Amendments to Website	45.00
26/05/2022	M & J Gall	Install dog and litter bins	150.00
26/05/2022	Miss S Blythe	Internal Audit Fee 2021-22	95.00
31/05/2022	Mr C Chaney	Village Keeper May 2022 Wages	380.00

**INCOME** No income received

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Chairman 5<sup>th</sup> July 2022

**Outstanding May 2022 Payments- agreed at the meeting of the 7<sup>th</sup> of June 2022**

<b>PAYMENT DATE</b>	<b>NAME</b>	<b>PAYMENT DETAILS</b>	<b>AMOUNT</b>
08.06.2022	Norfolk Pension Fund	May Pension Contribution	601.78
08.06.2022	HMRC	May Tax Payment	441.24
08.06.2022	Spixworth Village Hall	PC Meeting Room Hire (Feb)	16.00
08.06.2022	Garden Guardian	May Grass Cutting	837.60
08.06.2022	Cozens	April Streetlight Maintenance	450.00
08.06.2022	Spixworth Village Hall	PC Meeting Room Hire (March)	16.00
08.06.2022	Spixworth Village Hall	PC Meeting Room & Hall Hire (Apr)	40.00
08.06.2022	St Peters Church	Churchyard Maintenance	852.00
08.06.2022	Mayday	Ink usage and maintenance support	29.33
08.06.2022	Zurich	Annual Insurance premium	2,523.50
23.6.2022	Parish Clerk	June Salary	1400.00
23.6.2022	Clerk Assistant	June Salary	308.00
30.06.2022	Village Keeper	June Salary	380.00

**8. TO REVIEW CLERK ASSISTANT CONTRACT.**

The parish council employed a clerk assistant to oversee the village hall administration work and assist the parish clerk. After a 6 months' probation period it was noted by the parish clerk that the current 8-hour contract was not enough to cover all the work. It was suggested to change the role to an administration officer on a 20-hour contract, 16 hours covering village hall administration and 4 hours assisting the parish clerk, the new contract will be reviewed on an annual basis and the administration officer would be employed by the parish council.

**9.PLANNING MATTERS**

**Ref:** 20220749

**Location:** 32 Redwing Gardens, Spixworth, NR10 3RG

**Description:** Erection of single storey rear extension

**Comments:** No comment

**Ref:** FUL/2022/0018 NCC

**Location:** Land at former Quaker Lane, Spixworth

**Description:** Changes of use to enable new means of access into Quarry

**Comments:** No comment

**Ref:** 20220829

**Location:** 14 Park Road, Spixworth, NR10 3PJ

**Description:** Erection of single storey rear extension

**Comments:** No comment

**Ref:** 20220701

**Location:** 5 Crostwick Lane, Spixworth, NR10 3PE

**Description:** First floor side extension

**Comments:** No comment

**Ref:** 20220685

**Location:** 32 Chestnut Avenue, Spixworth, NR10 3QG

**Description:** Single storey front extension

**Comments:** No comment

## **10.CORRESPONDENCE**

10.1 List of correspondence circulated to the council.

## **11. HIGHWAY MATTERS**

11.1 The parish council received a request from a parishioner asking for support to reduce the speed limit on Beeston Lane. Speed limit matters are investigated by Norfolk County Council Highways, the parish council agreed that they would write a letter of support to Highways for a suggested new speed limit

11.2 A resident living on Giles has reported an ongoing problem with an existing foul water sewer which cannot cope during heavy rain full, raw sewage is flowing through a utility access hole directly outside their property. The clerk advised the resident that drainage related to foul water is dealt with by Anglia Water. The council agreed to write a letter to Anglia Water on behalf of the resident to highlight the problem and ask for something to be done to rectify this.

## **12. AMENITY MATTERS**

12.1 Old Catton Parish Council forwarded on correspondence relating to a matter they have raised with Broadland District Council to install more dog bins on Quaker Lane towards the Airport. Spixworth have already placed a dog bin on Quaker Lane, the area nearest the airport does not come under Spixworth boundary.

12.2 The clerk presented the council with costs to purchase a Jubilee bench for the amenity land on Crostwick Lane once the council take ownership of the land. The council agreed to purchase the special bench at a cost of £937.50.

12.3 A resident enquired about the removal of a tree located next to their driveway on Chestnut Avenue, the clerk was asked to investigate whether the tree is located on parish, if so, it was agreed that the tree would be cut back but not removed.

12.4 A resident who is purchasing a memorial bench asked the council if the bench could be located next the other memorial bench located on Crostwick Lane

in front of the shops. Councillor Barrell advised that he would check the measurements. The council agreed to the bench being placed at this location.

There being no further business the Vice Chairman closed the meeting at 9:10pm