

MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT
7:00pm ON TUESDAY 4th MAY 2021 BY REMOTE ATTENDANCE VIA ZOOM
VIDEO CONFERENCING

PRESENT

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

CLERK: Mrs C. Lake– Parish Clerk

Reports and Parishioner's Question Time

Broadland District Council: Councillor Holland reported that due to the upcoming elections there is nothing currently to report, there was however disappointment over poor views regarding Spixworth Neighbourhood Plan, there was some public confusion over the plan. Councillor Roper answered public questions via social media and explained that the Parish Council must remain neutral and could not promote the plan.

Norfolk County Council: Councillor Roper reported that again due to the upcoming elections there was nothing to report at the present time.

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 Holland and seconded by Councillor K Harkin-Perry, and Councillor M Kiddell. 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 2021/22

The council elected Councillor Mark Knight as vice chairman.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Councillor K Vincent. & Councillor S Vincent

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 6th of April 2021 were agreed 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 4th May 2021.

8.2 Bank Reconciliation as of 30th April 2021 was noted and signed by the Chairman. Payments were approved by full council.

8.3 The council agreed to the annual insurance renewal cost with Zurich.

8.4 The clerk confirmed that an internal auditor had been booked to carry out the parish council internal audit for year end 2020/21.

Approved payments for April 2021**Expenses April 2021**

07/04/2021	New Website Build	Steve Jackman	740.00
13/04/2021	Web Hosting and Extended Support	IONOS 1 &1	20.44
14/04/2021	Street Light Maintenance-Feb 2021	Cozens	450.00
14/04/2021	2 x Replacement Columns and 1 x Bracket Arm	Cozens	3,834.00
14/04/2021	Printer Ink Usage	Mayday	4.79
14/04/2021	Pension Contribution-March 2021	Norfolk Pension Fund	485.20
14/04/2021	Tax Payment March 2021	HMRC	347.59
15/04/2021	Churchyard Maintenance Donation	St Peters Church	1,000.00

16/04/2021	Street Light Power-April 2021	E. ON	1,114.26
22/04/2021	Gate Repairs -Greg's Meadow	M & J Gall	140.00
23/04/2021	Clerk Wages April 2021	Mrs C Lake	1,402.79
26/04/2021	Stationary Order	Viking	45.23
26/04/2021	2 x Bolt Locks for V Hall Stage Doors	Homebase	17.50
26/04/2021	Parish Council Office Electric	Opus	42.27
28/04/2021	Fan Heater for Parish Office	Amazon	27.50
30/04/2021	Village Keeper April Wages	Mr C Chaney	285.20

Income April 2021

28.04.2021	Refund of V Hall Cupboard locks-(wrong locks purchased in error)	Homebase	3.70
30.04.2021	Parish Precept 1 st Instalment	Broadland District Council	44,000

OUTSTANDING PAYMENTS- to be agreed at 4.5.21 Parish Council Meeting

5.5.2021	Paramount Personnel Services	Charges for VHM Redundancy from 9.11.20-19.11.20	162.00
5.5.2021	Norfolk Pension Fund	April 2021 Pension Contribution	507.50
5.5.2021	HMRC	April 2021 Tax Payment	437.33
5.5.2021	Garden Guardian	April Grass Maintenance	690.42

5.5.2021	Cozens	March Streetlighting Maintenance	450.00
5.5.2021	Mayday	Printer ink charges	5.11
5.5.2021	Siemens	Printer Lease Rental	136.15
23.5.2021	C Lake	May Salary	1390.00 (est)
28.5.2021	C Chaney	May Salary	385.50 (est)

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, all agreed.

10. TO DISCUSS JOB DESCRIPTION FOR ASSISTANT CLERK

The clerk has expressed a need for extra support due to an increase in workload. The council agreed to employ an admin assistant which will consist of a 6-month probation period and will be reviewed again after this time. Councillor Knight offered to help the clerk draft a job description and to get the post advertised as soon as possible. Councillor Kiddell, Knight and Rowe agreed to be on the interview panel.

11. PLANNING MATTERS

The following Planning Applications were discussed by the Council:

(1) **Ref: 20210680- No comments received**

Location: Land East of Buxton Road, Spixworth.

Description: Details for condition 12 (construction traffic management plan)

10. CORRESPONDENCE

E mail-BDC Planning Enforcement Update
E mail-CPRE Champaign GNLP Consultation
E mail-Golden Triangle Link Road Names

E mail-NALC Bulletin Face to Face Meetings
E mail-Preparation for VE Day Statues
E mail-NCC and NHS Covid-19 updates

11. HIGHWAY MATTERS

12. AMENITY MATTERS

No matters were reported.

12. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be now held face to face on Tuesday 22nd June 2021 in room 84, at Spixworth Village Hall

13. ITEMS FOR NEXT AGENDA

There being no further business the Chairman closed the meeting at 9.40pm