

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7:30 pm
ON TUESDAY 1st MARCH 2022**

PRESENT

PARISH

COUNCILLORS: Mr Paul Rowe (Chairman)
Mr M Knight (Vice Chairman)
Mr V Barrell
Mr S Vincent
Mrs S Holland
Mrs M Kiddell
Mr S Cullington
Mr K Harkin-Perry
Mrs K Vincent
Mr J Holman

COUNTY

COUNCILLOR: Mr D Roper

CLERK: Mrs C. Lake– Parish Clerk

1 Member of Public

Reports and Parishioner's Question Time

Norfolk County Council: Councillor D Roper reported that there will be a 3% council tax increase this year on band D properties.

The Norwich Western Link plans had to be tweaked due to ecological findings. Councils soon to receive letter from highways regarding local safety schemes.

Councillor Roper will invite the new highway engineer Richard Pearson to our next meeting.

Broadland District Council: Councillor Holland reported that there will be a council tax freeze, The share of council tax which goes to Broadland District Council will stay at the current level for Band D properties

Other increases are expected which go to Norfolk police and Norfolk County Council.

More homes are to be added to the food waste collection service, The expansion will happen in parts of Thorpe St Andrew, Sprowston, Old Catton, Spixworth and Drayton

Grants of up to £500 are available to Town and Parish Councils, community groups and registered charities to plant trees within Broadland. The funding can also be used to plant a tree or trees to mark the Queen's Platinum Jubilee in 2022 and form part of The Queen's Green Canopy.

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Nothing to report.

3. CO-OPTION OF PARISH COUNCILLORS

Mr Patrick Daly was co-opted to serve on the Parish Council. He signed the Declaration of Acceptance.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on the 1st of February 2022 were corrected on the district council report *the budget is underway and will soon go to cabinet with a recommendation to **not** increase the budget*. The minutes were then agreed, proposed by Councillor Holland, seconded by Councillor Knight, and signed off by the Chairman as a true record.

Councillor Barrell noted that the safety barrier outside the first school had now been repaired.

5. MATTERS ARISING (NOT COVERED BY AGENDA)

Councillor S Vincent asked if the clerk had a response regarding a reduction in the streetlight maintenance cost once all the streetlights had been upgraded to LED. The clerk advised that she had spoken with the contractor Cozens who confirmed that this would be the case once all streetlights had been upgraded.

The council briefly discussed plans for the upcoming open day that was agreed at the last parish council meeting. The clerk is still waiting for revised costings from the play area company HAGS it was suggested to move the day to a later date. Councillor Knight suggested combining the meeting with the annual parish meeting and to hold both meetings on a Saturday instead. Clerk was asked to look at some new dates and report back.

6. FINANCE

6.1 Balances were noted. The following payments were authorised in accordance with the budget as per the tabled schedule 1st March 2022 were agreed by full council.

6.2 Bank Reconciliation up to 24th February 2022 was noted and signed by the Chairman. Payments were approved by full council.

6.3 The clerk circulated updated budget papers for 2022/23.

A Finance and General-Purpose committee meeting was held prior to the meeting, it was agreed to add a separate table to show general and earmarked reserves, there was some confusion with the figures the clerk was asked to bring the budget sheet back to the next meeting once the reserve totals had been corrected. The actual 2022/23 budget remains the same as previously agreed.

6.4 The clerk reported to the chair prior to the meeting that Mr Utting, a resident of Spixworth had expressed his concerns regarding the financial upkeep of the defibrillator he had purchased several years ago, he asked if the parish council could take on the financial costs for the machine going forward.

Councillor Cullington agreed that the council should go ahead with this decision. The council agreed, the clerk was asked to check with Mr Utting if he would still check the day to day running of the machine.

APPROVED PAYMENTS FOR FEBRUARY 2022

EXPENDITURE

04/02/2022	Opus	Parish Council Office Electric	51.51
11/02/2022	1&1 Internet	Web Hosting	12.00
11/02/2022	Mayday	Maintenance Support	24.00
14/02/2022	Siemens	Printer/Photocopier Lease Rental	136.15
16/02/2022	Zoom.US	Zoom (Video Conferencing) Payment	14.39
18/02/2022	BT	Telephone/Broadband	287.20
23/02/2022	Mrs M Orford	Clerk Assistant Wages	291.82
23/02/2022	Mrs C Lake	Clerk Wages February 2022	1,362.68
23/02/2022	ENGIE	Parish Council Office Electric	67.68

£

INCOME No income received

Outstanding February 2022 Payments- agreed at the meeting of the 1st of March 2022

PAYMENT DATE	NAME	PAYMENT DETAILS	AMOUNT
24.2.2022	Microsoft 365	Annual Subscription (DD payment)	79.99
2.3.2022	HMRC	February Tax Payment	338.03
2.3.2022	Norfolk Pension Fund	February Pension Contribution	578.52
2.3.2022	Cozens	January Streetlighting Maintenance	450.00
23.3.2022	Parish Clerk	February Salary	1370.00
23 3.2022	Clerk Assistant	February Salary	297.00

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Chairman 5th April 2022

28.3.2022	Village Keeper	February Salary	286.00
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7.PLANNING MATTERS

Ref:20220121

Location: 20 Russell Avenue, Spixworth

Description: Specialist Ancillary Accommodation

Closing Date for comments: 18th March 2022

Comments from Parish Council: No comment

Ref:20220299

Location: 141 Buxton Road, Spixworth

Description: Replacement single storey rear extension

Closing Date for comments: 19th March 2022

Comments from Parish Council: No comment

The following applications were received after the meeting was advertised.

Ref-20220216

Location-1 William Peck Road, Spixworth

Comments from Parish Council- Is there enough off-road parking? need permitted development rights removed to not allow building up.

Ref-202202141

Location-85 Park Road, Spixworth

Comments from Parish Council- Object to application on the basis that the location of the garage will spoil the street scene, the garage needs to move back closer to the property. The plans also show from the red outline that the garage is on the highway.

8.CORRESPONDENCE

8.1 List of correspondence circulated to the council.

9. HIGHWAY MATTERS

Councillor S Vincent reported that the drains along Buxton Road have still not been cleared. This has been reported to highways on several occasions.

Councillor Barrell reported that the 'keep left' reflective bollard located on the triangular part of the NDR roundabout had still not been put back. Councillor Holland will chase up with Councillor Roper.

The council reported that the speed humps along Crostwick Lane are crumbling and need repair, this was reported to highways some time ago.

Councillor Barrell reported that the footpath along Buxton Road between Ivy Road and church is edging out and needs cutting back.

Council Barrell asked if the SAM 2 camera could be placed to monitor traffic along Ivy Road/Buxton Road junction.

10. AMENITY MATTERS

11. CHANGES TO FUTURE TRUSTEE OF VILLAGE HALL AND PLAYING FIELD.

It had been confirmed by the clerk the charity commission did not hold a record of any buildings that sit on the playing field which is charity land. It had been discussed at previous trustee meetings that due to the Social Club wanting to manage their part of the village hall building and not have to ask permission from the trustee for things, also to update information about what buildings sit on the playing field legal advice would need to be taken by the Trustee. The clerk held a virtual meeting with the Trustee solicitor to explore what would be the best way forward to address these various matters. Their advice was to form a new trustee and become a charitable incorporated Organisation (CIO).

Councillor S Vincent question what the need was to do this and asked why the governance document could not just be updated should there be a new trustee, he also felt that there wasn't a need to form a new trustee.

Councillor Holland said that there is a concern that if the Trustee of the village hall and playing field were to change and it ended up having financial difficulty as it did back in 2009 with the previous trustee the parish council would be expected to take it over again as trustee.

Councillor Knight suggested that the village hall management committee meeting group is formed again with new members comprising of the Bowls and Social Club and village hall user groups, that way all groups can then discuss their views and ideas and a common ground could be found for all. Councillor Kiddell asked how this management group would benefit the Social Club. The council suggested that the best way forward was for the Trustee to update the charity commission governance document with information about the buildings on the playing field and to circulate the terms of reference for the management committee meetings to all involved. Also, to speak with the solicitor about updating the current occupation licence for the Social Club and Bowls Club.

12. ALLOTMENTS

The St Mary's Court Allotments should have been transferred over to the management of the Parish Council 3 years ago. Broadland District Council have not taken enforcement action against the developer for leaving the allotments not

to the agreed specification as per the section 106 and allowing the developer to move the gate access onto Rosa Close without informing the parish council. The developer has now gifted land to the trustee of Spixworth playing field with the access coming across the playing field from the car park but have still not tidied up the allotment land which has been left to overgrow for the last 3 years. Broadland District Council have informed the Parish Council that they were due to meet the developer onsite to sort out the mess at the end of January 2022, but this has still not happened, and another growing season has been lost because of these unnecessary delays. Councillor S Vincent advised to put in a letter of complaint to Broadland for these delays and how this matter has been dealt with.

13. RECREATION LAND OPEN SPACE CROSTWICK LANE

Hopkins Homes should have transferred the amenity land to the parish council 7 years ago as per the section 106. Despite the parish council efforts of chasing the cause for this delay they have not had a response. The chairman contacted Hopkins Homes solicitor direct for answers, the chair was informed that the delay was down to them to undertake to cover the additional legal fees involved in preparing a number of drainage easements for the properties on Trafford Way. The clerk has contacted Broadland District Council to take enforcement action against Hopkins Homes and to find out why these drainage easements were not drawn up when the properties on Trafford Way were first built.

12. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting is to be held on Tuesday 5th April 2022, at Spixworth Village Hall. Room 84

There being no further business the Chairman closed the meeting at 9:32pm