

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH**  
**COUNCIL HELD AT**  
**7:00 pm ON TUESDAY 1<sup>st</sup> DECEMBER 2020 BY REMOTE ATTENDANCE VIA**  
**ZOOM VIDEO CONFERENCING**

**PRESENT**

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

CLERK: Mrs C. Lake– Parish Clerk

**Reports and Parishioner's Question Time**

**Broadland District Council:** Councillor D Roper delivered the report in councillor Hollands absence. Broadland District Council are providing local and district support grants via the help hub the council have asked to encourage people to get in contact if they need support. The council are still waiting on a new waste contract. Collaboration project, some departments have moved to Broadland and others to South Norfolk.

Solar Farm planning application-Hainford. Residents have been in contact with Councillor Roper with concerns about the applications proposed route through St Faiths still to negotiate. Preferred route through Old Catton, Buxton Road Spixworth. Councillor Roper has called the planning application in. Another planning application for Spixworth quarry, agreement that there should be an alternative access

**Norfolk County Council:** Budget consultation is open, £100 million cost of the Covid-19 pandemic. Building of recycling centre to be located centre of the NDR has begun. Hoping it will open in September 2021. Numbers of Covid-19 cases down from 140-107.

**AGENDA**

- 1. TO ACCEPT APOLOGIES FOR ABSENCE**  
K Vincent, S Holland
- 2. DECLARATIONS OF INTEREST**  
Nothing to report.
- 3. CO-OPTION OF PARISH COUNCILLORS**

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Chairman 5<sup>th</sup> January 2021

No applications were received.

#### **4. MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on the 3<sup>rd</sup> November 2020, were agreed, and signed off by the Chairman as a true record.

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

- 5.1 The clerk provided an update on streetlights in Spixworth. It was noted that Column 64 on Rosa Close needs replacing. There is a concern that the parish council grass cutting contractor is causing damage to several lamppost columns when cutting the grass. Clerk to report this to Garden Guardian.
- 5.2 At the previous council meeting the council discussed Spixworth Youth Football Team financial support request to raise money for some more floodlights. Councillor Cullington was concerned that these lights were not robust and felt that it would not be wise to invest in these lights if they fail to work properly. Darren Stubbs from the Youth Football team explained to councillor Cullington that the lights were approved by the FA. The council suggested that the football club fill out a parish council donation form to be discussed at the next meeting.

#### **6. FINANCE**

6.1 Balances were noted. The following payments were authorised in accordance with the budget as per tabled schedule 1<sup>st</sup> December 2020. proposed by Councillor P Rowe. The council discussed the British Gas electric payment for the Village Hall and Social Club and queried whether the external lights need be left on all night. Councillors requested that the clerk speak with the Social Club.

6.2 There is still an error (possible formula error) on the bank reconciliation spreadsheet from September 2020. Still no clues as to why the total amounts are different as everything has been entered in correctly. Councillor Holland and Councillor Rowe could not find where the issue is. Clerk spoke with Councillor K Vincent and asked if she could also look to see if the error can be found.

6.3 Notice of Completion of Audit and of Limited Assurance Review for the Year Ended 31 March 2020. PKF Littlejohn have returned the External Audit Report and Certificate 2019/20. The Council noted the comments made in the External Audit Report and will ensure in future that the forms are completed in accordance with the Accounts and Audit Regulations 2015. The Council has published the Notice of Conclusion of Audit on the Council's website and the noticeboard.

6.4 At the previous council meeting Councillor Holland suggested that the council look into purchasing Scribe as an accounts system to carry out the Parish council accounts. Many other parish councils use this system which reduces financial workload for the clerk. Councillor S Vincent advised that the system needs to be set up properly and that the clerk fully understands how it works through training. The council agreed to purchase Scribe and to start using it from the new financial year in March 2021. It will need to be purchased prior to March for everything to be set up and training to be carried out.

6.5 The council discussed the financial budget for 2021/22. A Finance meeting was held at the end of November. Clerk to update figures and budget notes. Final budget to be agreed at the January parish council meeting. Clerk to circulate updated figures to councillors in the meantime.

6.6 The clerk provided quotes to cut back trees on parish council owned land located on Rosetta Road and Russell Avenue. Councillor Knight advised that this needs to be done. The Council agreed to the quotes for the work to be carried out.

### **Approved payments for November 2020**

#### **Expenses November 2020**

<b>09.11.2020</b>	Amazon	Amazon Prime Fee (added in error refund due)	DD	7.99
<b>11.11.2020</b>	1&1 Webmail	Web Hosting	DD	12.00
<b>16.11.2020</b>	EON	Streetlight Energy (November 2020)	DD	1114.26
<b>17.11.2020</b>	British Gas	V Hall & Social Club Electric (2.10.2020-1.11.2020)	DD	387.80
<b>18.11.2020</b>	BT	Digital Telephone & Broadband (1.11.20-31.1.2021)	DD	209.66
<b>23.11.2020</b>	Mrs C Lake	November Salary	BACS	1335.83
<b>25.11.2020</b>	Opus Energy	Office Electric	DD	43.23
<b>30.11.2020</b>	C Chaney	November Salary	BACS	348.80

#### **Income November 2020**

27.11.2020	Amazon	Amazon Prime Refund	7.99
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### **OUTSTANDING PAYMENTS- agreed on the 1.12.2020 Parish Council Meeting**

<b>2.12.2020</b>	Paramount Personnel Services	Employment Law & redundancy advice for village hall manager position	648.00
<b>2.12.2020</b>	HMRC	November Tax Payment	410.13
<b>2.12.2020</b>	Norfolk Pension Fund	November Contribution	469.28
<b>2.12.2020</b>	Cozens	October Streetlight Maintenance	450.00
<b>2.12.2020</b>	Steve Jackman	New website design & development	740.00
<b>2.12.2020</b>	Garden Guardian	November Grass cutting	773.39
<b>23.12.2020</b>	Clerk	December wages	1340.00(est)
<b>31.12.2020</b>	Village Keeper	December wages	290.00 (est)

## 7. PLANNING MATTERS

The following Planning Applications were discussed by the Council:

Councillor Kiddell offered to view planning applications prior to each council meeting to provide comments.

**(1) Ref: 20202230**

**Location:** 127 Buxton Road

**Description:** Proposed rear and side extension with garage.

**(2) Ref: 20202174**

**Location:** Foxley Wood, Buxton Road

**Description:** Removal of condition 3 following grant of planning permission use of holiday confirmation.

**(3) Ref: 20191472**

**Location:** Land south of Moorsticks, Buxton Road

**Description:** Matters reserved by condition 2 (layout, scale, appearance & landscaping)

**(4) Ref: 20202099**

**Location:** 1A Godfrey Road, Spixworth

**Description:** Detached self-contained annex

**(5) Ref: 20180443**

**Location:** Beeston Park Development

**Description:** Preferred list of street names for Orbit Homes

## 8. CORRESPONDENCE

E mail- Broadland District Council-Planning Enforcement update

E mail- Police Spam update

## 9. HIGHWAY MATTERS

9.1 The council discussed projects for the 2021/22 Norfolk County Council Parish Partnership Bid. It was agreed that out of the possible project's parish councils could bid for the councillors agreed to install another bus shelter to be located on Park Road.

## 10. AMENITY MATTERS

10.1 The transfer of amenity land located on Crostwick Lane currently owed by Hopkins homes has been agreed by the Parish Council, on the condition that Hopkins Homes contractor rectify the mess left after the hedge was cut. The grassed area needs to be re seeded and levelled out.

## 11. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting is Tuesday 5<sup>th</sup> January 2021, to be held by Zoom video conferencing.

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