

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 1ST APRIL 2025**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr P Rowe
Mr S Vincent
Mr S Cullington
Mr P Daly
Mr I East
Mr K Wingham

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Verbal apologies were received from Councillor M Field and Councillor J Hancock and accepted by the council.

2. DECLARATIONS OF INTEREST

None.

3. PUBLIC PARTICIPATION

Members of the public are invited to speak and **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the chairman of the meeting.)

4. REPORT FROM COUNTY COUNCILLOR

No report received.

5. REPORT FROM DISTRICT COUNCILLOR

No report received.

6. REPORT FROM PARISH CLERK

7. HIGHWAY MATTERS

7.1 Councillor Knight wanted the council to agree to a strategy and timescale for the Crostwick Lane/B1150 Junction. It was suggested that the council carry out a campaign and get the schools involved to produce slow down and

warning signs as you approach the junction this would need to be authorised by NCC Highways. It was also suggested that the councillors meet at the junction on Sunday 27th April 2025 to monitor traffic and push for safety measures.

8. CO-OPTION OF PARISH COUNCILLORS

Mr Kyle Wingham and Mr Ian East were co-opted to serve on the Parish Council. They both signed the Declaration of Acceptance.

9. MINUTES OF PREVIOUS MEETING

The Minutes of the parish council meeting held on the 4th of March 2025 were agreed by Councillor Knight, seconded by Councillor Field, and signed off by the Council as a true record.

10. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated information for the month of April. It was advised to add the progress of the new replacement memorial bench on Crostwick Lane.

11. FINANCE

11.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 1st April 2025 and were agreed. The clerk was asked to add in an outstanding income due heading on the payments list.

11.2 The Bank Reconciliation as of the 26th of March 2025 balanced and was agreed.

11.3 The clerk provided some quotes to purchase a key safe for the parish council office. It was agreed to order a 50-hook key safe at a cost of approximately £70 + VAT.

11.4 The clerk had not yet recorded figures for the quarterly budget sheet up to March 2025. This is due to be circulated after the meeting.

11.5 The clerk provided an update on the outstanding debt amount that the Village Hall owe the Parish Council for the Administrative Officer wages the total outstanding is £5,587 payments have been made up to September 2024. The clerk explained that the village hall finances were not in a good position due to ongoing energy and repair costs which is pay repayments have not been consistent. Councillor Daly stressed that the hall finances needed to be investigated and that the Trustee need to produce a plan. The council agreed that the hall pay three outstanding wage payments per month and that an extraordinary meeting would be arranged to agree an action plan.

APRIL PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
11/03/2025	Receipt - VAT Refund 1.2.24-28.2.25	HMRC	9,331.07
11/03/2025	Receipt - Annual Allotment Rent and damage deposit	M Tyrell	81.00
12/03/2025	Payment - Streetlight Energy 01/09/23-30/09/23	SSE ENERGY SOLUTIONS	-1,456.82
21/03/2025	Receipt - Refund for incorrect allotment tap replacement	Not Just Taps	27.40
21/03/2025	Payment - Staff Wages	Staff	-2,936.68
24/03/2025	Receipt - Administration work for Village Hall July 2024	Spixworth Village Hall	890.16
24/03/2025	Receipt - Administration Work for Village Hall August 2025	Spixworth Village Hall	890.16
26/03/2025	Payment - Parish Council Office Electric	ENGIE	-105.02
26/03/2025	Payment - Streetlight Energy 01/10/23-31/10/23	SSE ENERGY SOLUTIONS	-1,505.39

OUTSTANDING PAYMENT LIST AGREED AT THE APRIL MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
2/4/2025	SSE ENERGY SOLUTIONS	STREETLIGHT ENERGY 1/11/23-30/11/23	1456.82
2/4/2025	SSE ENERGY SOLUTIONS	STREETLIGHT ENERGY 1/12/23-31/1/23	1505.39
2/4/2025	Norfolk Pension Fund	Pension Contribution March 2025	999.80
2/4/2025	HMRC	Tax Payment March 2025	620.43
2/4/2025	Eggett Steam Cleaning	Repair broken allotment posts	75.00
2/4/2025	Spixworth Village Hall	Meeting Room Hire Feb 2025	20.00
2/4/2025	Parish Online	Annual payment for Parish Online Mapping and GOV.UK Domain and E mail	259.20
2/4/2025	Cozens	February 2025 Streetlight Maintenance Fee	102.00
2/4/2025	Mayday	Printer Maintenance Support and ink 28/2/25-27/3/25	58.56

12. AMENITY MATTERS

12. The clerk had received an email and photos from a resident who wanted to complain about the state of Greg's Meadow it was reported that the grass had not been cut and that there were leaves everywhere and that the benches looked old and in need of repair. The clerk explained to the resident that the grass cutting season would be starting again in April. Councillor Daly visited Greg's Meadow to look at what the resident had complained about. Some of the benches needed cosmetic work done but were not broken. The council did not agree that Greg's Meadow looked untidy.

The council discussed the updated information received from the contractor Villa Road in relation to the Maisie's Meadow Landscape project. An updated tender notice had been sent to various contractors. Villa Road quote was favoured in terms of cost and delivery. The council discussed how the plants and trees would be watered during the growth period. Councillor Vincent advised that the relevant services were available on the land and would need to decide how to connect them. Councillor Knight suggested that the council purchase a bowser, councillor Cullington advised that the council would need to speak with Anglia Water regarding connecting the water. The council also discussed the best material for the main path, Councillor Vincent felt that the material used for the Greg's Meadow path would be a viable choice due to how long it had lasted. Self-binding gravel was also favoured.

Councillor Knight proposed to appoint Villa Road and to have the main path as tarmac and the picnic area as self-binding gravel. Councillor Rowe was asked to liaise with Villa Road and the clerk to offer the contract.

13. ALLOTMENT MATTERS

The clerk reported that following on from a tap being broken by allotment holders wedging it down to water it had been reported by a number of holders that the council should provide twist taps as they are discriminating people with disabilities who struggle to walk backwards and forwards using a push tap. The council did not agree and advised that they are in line with other allotments over the country who provide push taps.

14. DEVOLUTION/LOCAL GOVERNMENT RE-ORGANISATION

The clerk advised that she will be attending a meeting on the 2nd of April 2025 at Broadland District Council regarding an update of the devolution deal and local government re-organisation.

15. TO DISCUSS VE DAY EVENT

The clerk noted that VE day 80th Anniversary is on Thursday 8th May 2025 and asked what the council could do to commemorate the anniversary. The council suggested holding a picnic/BBQ at the Village Hall but were concerned that there would not be many attend due to it being a weekday. It was suggested that the clerk speak with Spixworth Royal British Legion to see if the council could help with an event or donate money to the RBL. It was also agreed that the clerk could purchase some British flag bunting to put around the Village Hall.

16. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting would be the Annual Council Meeting which would be held on Tuesday 13th May 2025.