

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
7:30 pm ON TUESDAY 2<sup>nd</sup> JULY 2019 AT SPIXWORTH VILLAGE HALL ROOM**

**84**

**PRESENT**

**COUNCILLORS:** Mr P Rowe (Chairman)  
Mrs S Holland (Vice Chairman & District Councillor)  
Mr V. Barrell  
Mr K Harkin-Perry  
Mr S Vincent  
Mrs K Vincent

**CLERK:** Mrs C Lake- Parish Clerk  
Mrs A. Barnes – Locum Parish Clerk

One member of the public was in attendance at the meeting.

**Reports and Parishioner's Question Time**

Apologies received from Councillor Dan Roper, report sent via email and circulated to councillors.

**AGENDA**

**1. TO ACCEPT APOLOGIES FOR ABSENCE**

No apologies

**2. DECLARATIONS OF INTEREST**

Councillor S. Vincent: as a District Council ward member for Plumstead, Leader of Broadland District Council and agenda item 6.1 finance ABZAG invoice and Councillor K Vincent as Chairman of BDC, Vice Chair NCC and District Councillor Old Catton and Sprowston West

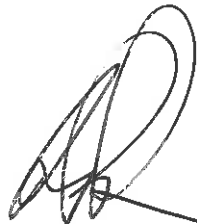
**3. CO-OPTION OF PARISH COUNCILLORS**

No applications were received

**4. MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on the 4<sup>th</sup> June 2019 were agreed, and were signed off by the Chairman as a true record.

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

  
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New baby swing for Orchard Road play area is still on order should receive in the next few weeks, the parish council has a duty to ensure value for money so three quotes have to be obtained.

Three street lights that are thought to be slightly damaged need to be reviewed again, clerk to send details to councillors to inspect and report back.

Clerk to advertise grass cutting schedule for Spixworth on notice boards.

## **6. FINANCE**

6.1 Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 2<sup>nd</sup> July 2019.

6.2 Bank Reconciliation as of 28<sup>th</sup> June 2019 was noted  
Payments approved by Councillors S Holland and P Rowe.

Councillors agreed Clerk's and village keeper salary payment for June 2019

6.3 The clerk circulated information to all councillors detailing subscription benefits for NALC and NPTS. It was decided that the parish council would cancel their subscription with NALC (National Association of Local Councils) and review again in 3 months' time.

6.4 Due to the on- going problem of fly tipping at Spixworth Village hall, it was agreed that the clerk could purchase some gravity locks for the parish council bins along with CCTV warning signs.

6.5 The clerk's office computer requires more space on the hard drive, the council discussed that there may be a need for a new computer due to the current one being quite old. Councillor S Holland will look into prices.

6.6 It was agreed that the clerk could purchase a new 'no dogs' sign for the children's enclosure on Greg's Meadow due to the other one being broken.

6.7 Norfolk County Council Parish Partnership Bid for 2020/21, clerk to look into prices to purchase two village gateway signs.

### **Approved payments for June 2019**

#### **Expenses June 2019**

28.06.2019	C Chaney	June Salary	BACS	236.36
10.06.2019	1&1	Broadband	DD	9.59
25.06.2019	OPUS Energy	Office Electric	DD	38.63
21.06.2019	C Lake	June Salary	BACS	1120.27
21.06.2019	British Gas	Electric Bill V Hall	DD	1881.21
19.06.2019	Sovereign Play	Baby Swing Orchard Rd	BACS	189.02

  
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18.06.2019	Lidl	Office Sundries	BACS	7.67
17.06.2019	EON	Streetlight Electricity-June2019	DD	929.64
04.06.2019	Viking	Office Stationary	BACS	29.81
04.06.2019	Zurich	Parish Council & VH Insurance	BACS	2278.80

**TOTAL £6721.00**

### Income June 2019

10.06.19	Norfolk County Council	Parish Council Grass Cutting Payment	BACS	3306.80
03.06.2019	Barclays Savings	Interest	BACS	19.01

**TOTAL-3325.81**

### OUTSTANDING PAYMENTS-to be agreed at 2.07.2019 Parish Meeting

03.07.2019	Cozens	May Streetlight Maintenance	450.00
03.07.2019	Norfolk Pension Fund	June Pension Contribution	366.95
03.07.2019	HMRC	June Tax Payment	276.42
03.07.2019	A Barnes	June Salary	159.90
03.07.2019	SVHMC	Room Hire 3 x PC Meetings	60.00
03.07.2019	SVHMC	Parish Council Office Rent	825.00
03.07.2019	Norse	Grounds Maintenance V Hall	605.84
03.07.2019	Mayday	Printer Maintenance & Toner	20.21
03.07.2019	Garden Guardian	June Grass Maintenance	1060.80
03.07.2019	Norse	Village Hall Cleaning Products	90.74
03.07.2019	Norse	Village Hall Cleaning Products	40.91
03.07.2019	Rospa	Play Safety Inspection	189.60
03.07.2019	JDB Carpentry	V Hall Emergency Floor Repair	500.00
03.07.2019	ABZAG	Neighbourhood Plan Stage 5	3420.00
31.07.2019	C Chaney	July Salary	330.00
23.07.2019	C Lake	July Salary	1290.00
31.07.2019	Norfolk Pension Fund	July Pension Contribution	417.75
31.07.2019	HMRC	July Tax Payment	290.00
30.08.2019	Norfolk Pension Fund	August Pension Contribution	366.95
30.08.2019	HMRC	August Tax Payment	290.00
30.08.2019	C Chaney	August Salary	258.00
23.08.2019	C Lake	August Salary	1116.30

**TOTAL-£12,425.37**

**Agreed at July Meeting as no meeting in August 2019**

## 7. PLANNING MATTERS

The council discussed details regarding the forthcoming meeting with St Mary's court and Rosa Close residents concerning access to the allotments. The meeting due to be held on the 9<sup>th</sup> July was arranged for residents to ask the developer (Clerks Well) and Broadland District Council on why an access off Rosa Close to the allotments

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had been agreed. The parish council sought legal advice when the developer refused to pay for the easement which was set out in the original section 106 agreement produced by Broadland District Council.

7.1 The following Planning Applications were discussed by the Council:

**20190919-27 Russell Avenue, Spixworth, NR10 3NY**

**Description:** Single storey rear extension, roof alteration & new garage

No comments were received from the Parish Council.

**20190927- 95 Park Road**

**Description:** Front extension

No comments were received from the parish council

7.2 Planning applications received after date of publication of agenda-None

7.3 Permission and Refusals-None

## 8. CORRESPONDENCE

1. Police Newsletter-email
2. NALC Chief Executive Bulletin-email
3. NALC Newsletter-email
5. NCC Broadland Northway Works- email

## 9. AMENITY MATTERS

9.1 The clerk is awaiting quotes to cut back large tree located on chestnut avenue green.

9.2 The council discussed the ROSPA annual report play area inspection for Spixworth Village Hall and Orchard Road.

## 10. HIGHWAY MATTERS

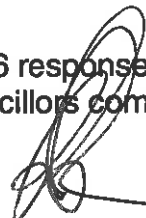
10.1 Councillors discussed the on-going delay of traffic on Crostwick Lane due to the NDR. Further discussions are to be held with Councillor Dan Roper.

10.2 The clerk presented the councils with some questions received from the contractor who will install the new bus shelter on Ivy Road. It was agreed that the clerk feedback that the instillation needs to be the safest but cheapest option in terms of material options.

## 11 NEIGHBOURHOOD PLANS

11.1 Councillor S Vincent provided an update on where we are with the Neighbourhood plan, he reported the following:

Now drawing to an end to the pre submission consultation, 16 responses have been received so far. Councillor Vincent has asked that other councillors complete their

  
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responses as soon as possible and to encourage family and friends to do the same. Friday 5<sup>th</sup> July will be the cut of date for final responses which will then be sent to Broadland District Council. Another consultation will be carried out then a referendum.

**12. TO AGREE THE DATE OF THE NEXT MEETING**

The date of the next Parish Council Meeting is Tuesday 3<sup>rd</sup> September 2019  
Spixworth Village Hall, in room 89

**13. ITEMS FOR NEXT AGENDA**

There being no further business the Chairman closed the meeting at 10.10 pm



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