MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT 7:30 pm ON TUESDAY 1st MAY 2018 AT SPIXWORTH VILLAGE HALL ROOM 89

PRESENT

COUNCILLORS: Mrs S Holland

Mr P Lumb (Vice Chairman)

Mr V. Barrell Mr S. Vincent Mr K Harkin-Perry Mrs K Vincent Mrs D Holdroyd Mrs S Rudling Mr D Self Mr P Rowe

CLERK: Mrs C Lake- Parish Clerk

Mr D Roper, County Councillor

Reports and Parishioner's Question Time

- 1. Councillor Roper provided feedback from Norfolk County Council and Broadland District Council Meetings.
- -Norfolk County Council: NDR impact, traffic on North Walsham road noticeable increase in traffic flow and behaviour of traffic. D Roper has requested that traffic monitoring is carried out asap as this will affect people's journey times.

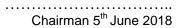
NDR-Work on Buxton Road is happening but a bit of a stop/start with work on cycle path. Highways have moved speed sign to south of Spixworth bridge.

Hopkins Homes has not yet applied to Norfolk County Council to adopt the surface water drainage on the amenity land on Crostwick Lane.

There has been no increase in fly tipping since charges came into effect in April.

There has been a strong negative public response to proposals in the 2018 budget consultation to reduce subsidies/grants for bus services.

V Barrell advised that the Parish Council had received a report from a parishioner that there is no fence over the Buxton Bridge and that children were dangerously playing on it.



AGENDA

1. TO ELECT A CHAIRMAN AND SIGN DECLARATION OF ACCEPTANCE OF OFFICE

The Council elected Councillor Holland as Chairman; Councillor Holland signed the Declaration of Acceptance of Office in the presence of the Proper Officer. (A hard copy has been attached to these minute)

2. TO ELECT A VICE CHAIR FOR 2018/19

The Council elected Councillor Lumb as vice chair.

3. TO ACCEPT APOLOGIES OF ABSENCE

No apologies were received.

4. DECLARATIONS OF INTEREST

Councillor S. Vincent: as a District Council ward member for Plumstead and Broadland.

Councillor K. Vincent: as a County Councillor and District Council ward member for Old Catton and Sprowston West

5. CO-OPTION OF PARISH COUNCILLOR

Mr Paul Rowe was co-opted to serve on the Council. He signed the Declaration of Acceptance. The clerk will forward on the 'Office and Register of Member's Interests' form along with other documentation for Mr Rowe to sign and return.

6. MINUTES OF PREVIOUS MEETING.

The Minutes of the previous meeting held on the 3rd April 2018 were agreed by the Council and signed by the Chairman as a true record.

7. MATTERS ARISING

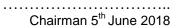
Item 9.1-S Holland looked at issue on Orchard Road, there is an area of grassed land which is owned by the Parish, and is being used as a parking area. One of the concrete posts has been removed allowing vehicles to now use it as a cut through. The councillors are due to carry out a site meeting at this location to discuss what steps to take to stop this from happening.

The Council has received reports of several abandoned vehicles which are being left around the garage area on Orchard Road

Item 10.1-Clerk to arrange for Norfolk County Council Transport Manager to attend July Parish Council Meeting to discuss options for community transport in Spixworth.

8. TO CONFIRM A NEW DATE FOR FUTURE PARISH COUNCIL MEETINGS

It was suggested by the Clerk and Chairman to move the Parish Council Meeting date to the 2nd or 3rd Tuesday of each month to assist when reporting the monthly finances. Due to other commitments the Councillors have, it was agreed to keep the



date the same every month but to have a cut of accounting period of when the finances are reported.

9. FINANCE

- **9.1** Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 1st May 2018.
- **9.2** Bank Reconciliation as of 30th April was noted, balance to be agreed once a suitable system for reporting the accounts has been devised. Matter to be taken to the next Finance & General Purposes Committee for discussion.
- **9.3** Clerk circulated a document to all Councillors: 'Review of Effectiveness of the System of internal Audit' It was agreed that the Council was satisfied that all proper precautions have been taken in relation to internal controls, risk management, fraud and corruption with an internal audit review annually.

9.4 NALC Membership Renewal

The Council proposed and agreed to pay the annual subscription and continue to be a member of the National Association of Local Councils.

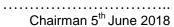
9.5 Parish Council Insurance policy renewal.

The Council agreed to the insurance policy renewal payment to cover the period of 1st June 2018- 31st May 2019

- 9.6 The Council agreed to pay the Clerk's new pay scale as confirmed by the NALC
- **9.7** It was noted that Pauline James will carry out the internal audit for Spixworth Parish Council

Approved payments for April 2018

NAME	DESCRIPTION	TOTAL COST £							
MAYDAY	PRINTER COSTS	15.55 BACS							
TT JONES ELECTRICAL	MARCH MAINTENANCE	589.27 BACS							
ZURICH INSURANCE	OFFICE & V HALL INSURANCE	2446.59 BACS							
CLERK ,LOCUM CLERK & GROUNDSMAN SALARY	APRIL PAY	1733.77 BACS & CHQ							
1&1	INTERNET	9.59 DD							
OPUS ENERGY	ELECTRICITY BILL	42.05 DD							
SIEMENS	LEASE RENTAL	136.15 BACS							
EON ELECTRIC	STREET LIGHTING	910.80 DD							
COZENS	STREET LIGHTING MAINTENANCE	450.00DD							
NALC	ANNUAL MEMBERSHIP	601.46 BACS							
HMRC	TAX PAYMENT	314.99 BACS							
NORFOLK PENSION	PENSION FUND	335.87 BACS							



April Receipts

NAME	DESCRIPTION	AMOUNT RECEIVED £						
SOCIAL CLUB	LOAN REPAYMENT	355.30 CASH						
Broadland District Council INVESTMENT ACCOUNT	INTEREST	268.80						
Broadland District Council CURRENT ACCOUNT	CIL PAYMENT 1/10/17- 31/3/18	17,489.04						
Broadland District Council CURRENT ACCOUNT	PARISH PRECEPT 1 st instalment for 2018/19	44,000						

Payments approved by Councillors V Barrell and D Holdroyd

10. PLANNING

The following Planning Applications were discussed by the Council:

20172138 42 Park Road, Spixworth, NR10 3PJ

Demolition of single storey dwelling and erection of 2 no. single storey dwellings fronting Park Road, 3 no single storey dwellings and 3 no two storey dwellings (outline)

S Vincent advised that the application has been amended to 8 dwellings due to Highways only allowing one access. Council discussed and agreed to object on the grounds of the road width being too narrow, location of bin storage, as it is a un adopted road the bin lorry will not be able to use the road. It is not clear who will be maintaining the SUDs system under the road.

20180645 St Crispin, 49 Crostwick Lane, Spixworth, NR10 3PD Erection of attached garage.

No Comment

11. CORRESPONDENCE

11.1 Correspondence List

- 1. NFPA Newsletter via email
- 2. NDR Newsletter via email
- 3. Police Newsletter via email
- 4. Norfolk County Council 'Transport Matters' email
- 5. Email from John Birchall Norfolk County Council

12. HIGHWAYS AND AMENITIES

- **12.1** Spixworth Village Hall Play area inspection date noted for June/July
- **12.2** It had been suggested by Old Catton Parish Council to join together with Spixworth to form a Community Speed Watch Group due to the lack of volunteers that were avaliable. The clerk was advised that Spixworth have a Community Speed

Chairman 5 th June 2018	j

Watch Group in the Village which is led by David Ireson. The group do not report to the Parish Council but liaise with the local police. The Clerk has forwarded Mr Ireson's contact details to Old Catton Parish Council.

12.3 Cozens the Parish Council Street light Maintenance Contractor reported that Column 33 on Cedar Avenue needs urgent repair. The Council agreed the repair costs and authorized repair.

13 NEIGHBOURHOOD PLANS

13.1Councillor S Vincent provided an update on the latest information for Spixworth's Neighbourhood Plan.

There will be a steering group next week on the 9th May where the group will be reviewing emerging statements, and sustainability issues. Documents have been circulated. The group will also be looking at policy writing process in June.

Now moving forward for next part of locality grant application.

14. COMMITTEES AND WORKING GROUPS

14.1 GDPR Working Group, to sort out a date to take place in the next 2 weeks.

12. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting is Tuesday 5th June 2018 at 7:30pm at Spixworth Village Hall, in room 84

13. ITEMS FOR NEXT AGENDA

There being no further business the Chairman closed the m	neeting at 9.25pm
Chairman:	Date:

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