

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
8.00pm on TUESDAY 1 DECEMBER 2015 at SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Mr J. Sadler (Chairman)
 Mr M. Baggaley Mr V. Barrell
 Mrs S. Rudling Mrs A. Cassam
 Mrs D. Holdroyd

LOCUM PARISH CLERK: Mrs A. Barnes

PUBLIC

Mr D. Richardson Mrs Richardson
 Mr J. Tibbenham Mrs Tibbenham
 Mrs T. Spinks Mrs R. Leighton

THE CHAIRMAN welcomed everyone to the meeting.

Public Participation and to receive reports from the Police, County Councillor and District Councillors.

1. Mr Richardson said he was concerned that Spixworth FC wished to take over Public Open Space at Spixworth and he not only objected to this but also was worried about light pollution from the proposed floodlighting. The Chairman explained that a private meeting had been held with Spixworth FC and they had been told that they would not be allowed to lease any land from the Parish Council. The Public Open Space will be left to the whole village when it is handed over. He also explained that the land to be given by Hopkins Homes was not fit for purpose at present and further work would be undertaken before it could be handed over.

2. Mr Richardson asked if Spixworth FC had permission to charge entry onto the Playing Field. Mrs Rudling explained that they did not have permission but had been allowed to ask for donations at each match. Their sign asking for a payment will be removed from the building. The Chairman said he would check on the legal position of charging entry to a public playing field.

3. Mrs Spinks expressed her concern that only two people turned up to the User Group meeting. Some people were claiming that they had no knowledge however it was noted that other people were aware.

4. POLICE REPORT

PCSO 8226 Moore had sent a written report as she was unable to attend the meeting.

5. DISTRICT COUNCILLOR'S REPORT

Mr Roper had sent a written report as he was unable to attend the meeting.

AGENDA

1. APOLOGIES

Apologies were accepted from Mrs S. Holland, Mr S. Macdonald, Mrs K. Vincent and Mr S. Vincent.

2. DECLARATIONS OF INTEREST

Councillor Sadler: as a member of Broadland Standards Committee; a Vice-President of Norfolk ALC; Chairman of the Norwich Airport Consultative Committee; a personal interest in any matter relating to the Code of Conduct or the bodies stated.

Councillor Rudling: as an employee of Trustees of Spixworth Village Hall; a prejudicial interest in any matter relating to the body stated.

3. MINUTES OF PREVIOUS MEETING

3.1 To confirm the Minutes of the full Council meeting held on 3 November 2015

The Council agreed the minutes which were signed by the Chairman.

3.2 To confirm the Minutes from the Extraordinary Meeting on 17 November 2015

The Council agreed the minutes which were signed by the Chairman.

4. MATTERS ARISING

The insurance cover with Zurich Municipal has been increased to cover the Bus Shelter and the Play-Area equipment in Greys Meadow. Zurich Municipal has waived the increase in premium for 2015/16.

5. TO CONSIDER THE CO-OPTION OF A PARISH COUNCILLOR AND TO SIGN THE DECLARATION OF ACCEPTANCE AND REGISTER OF MEMBER'S INTERESTS

5.1 To note the Resignation of S. Wilkinson

Broadland District Council has been advised of the resignation and the notices have been placed on the Parish Council noticeboards.

5.2 To consider the co-option of a Parish Councillor

It was resolved that Standing Orders be suspended to receive parishioner's statements.

Two people were interested in the vacancy for Parish Councillor, Mrs Rachel Leighton and Mr John Tibbenham. They were both gave an account of why they would like to be co-opted.

The Public left the meeting at 8.20pm.

Standing Orders were reinstated and the meeting was re-convened at 8.24pm. The Public re-joined the meeting.

It was resolved to defer the co-options until January 2016.

6. AMENITIES MATTERS

6.1 Knotweed Treatment

Norse has sprayed two areas of Knotweed, the bottom of Russell Avenue and the marsh site of Gregs Meadow. The Parish Council's contract with Norse states that spraying for hazardous plants is an additional cost as this financially cheaper than contracting for an annual charge for hazardous waste which may not be required.

6.2 To report on a meeting with Spixworth Football Club on 17 November 2015

Spixworth FC had submitted a business proposition in relation to the land at Crostwick Lane and they required a response by the end of December 2015.

The Council agreed unanimously not to agree to the proposal.

6.3 To arrange a date of the next meeting of the Amenities Committee

The next meeting of the Amenities Committee will be held on Thursday 7 January 2016 at 7.30pm in the Parish Council Office. Items for the agenda:

- a) Remove dead trees from property adjacent 76 Cedar Ave, and remove broken slabs
- b) Examine Street Lighting Contract

6.4 Any other Amenity Matters

None.

7. FINANCE

7.1 To approve payments as per tabled schedule in accordance with the Budget

Council approved the balances and agreed the payments totalling £4846.01 in accordance with the budget. Mrs D. Holdroyd and Mr J. Sadler signed the cheques.

7.2 To approve unauthorised expenditure for tree trims as per T T Jones request

Clerk reported the previous Clerk had authorised the tree trims for many years and T.T. Jones had assumed this would continue. They had asked for authorisation but had proceeded before receiving the authorisation. They have agreed to a 50% reduction in the bill and this was accepted by the Council.

7.3 To note Bank Reconciliation

Council noted the bank reconciliation.

7.4 To ratify Minutes of the Finance & General Purposes Group 18 November 2015

The Minutes of the meeting held on 18 November 2015 were ratified as a true record and signed by the Chairman.

7.5 To approve the signatories of the Council's Bank Accounts

It was agreed unanimously that the Bank Signatories would be Mr J. Sadler, Mrs D. Holdroyd, Mr M. Baggaley and Mrs R. Buck. Mrs Buck would not be allowed to sign cheques.

7.6 To approve revised Standing Orders and Financial Regulations.

7.6.1 Standing Orders – There were no revisions to the Standing Orders.

7.6.2 Financial Regulations – Mr M. Baggaley would be added as a signatory to the bank accounts.

The Council agreed unanimously to the revised Financial Regulations.

7.7 To approve changes to the Grass Cutting Contract

Weed control to the footpath links will be included in the contract.

Norse is predicting a 5% increase in their charges for 2016/17.

The Council agreed unanimously to the changes to the Grass Cutting Contract and to go out to tender as agreed at the November meeting.

7.8 To approve overtime payment for Mrs R. Buck

The Council approved the overtime claim for 27 hours from Mrs R. Buck. This will be paid in January 2016.

7.9 Any Other Financial Matters

E.ON has quoted for the electricity account renewal. The Clerk was authorised to obtain the best quotation possible as E.ON's quotes are only available for 24 hours.

The Council agreed to go for a 2 year contract with E.ON. Clerk to agree the terms.

8. PLANNING MATTERS

8.1 To discuss the future of Planning Committee Meetings

The Council agreed that the Planning Committee would meet mid-way between Parish Council meetings, only when required.

8.2 Permissions and Enforcement Matters

2013ENF246

Land North of Crostwick Lane, Spixworth

No breach. Close file.

2015ENF460

81 Godfrey Road

Skip in garden continuously, for business use.

2015ENF479

Land North of Norwich

Case Opened. NDR team and contractors to meet with Broadland District Council.

8.3 To discuss Planning Applications

The following Planning Applications were discussed at the meeting:

20150991

Land adj. St Marys Care Home, North Walsham Rd

3 December 15

Amended Proposed Site Layout – Treatment Plant removed and Pumping Station added. This Planning Application is to be decided on 16 December 2015.

SUPPORT with conditions. Footpath lights to be full size street lights and not bollard lighting. Minimum of two street lights to be installed.

20151851

12 Russell Avenue

11 December 2015

Proposed single storey rear extension & detached garage to side/rear.

APPROVE

8.4 Any Other Planning Matters (for information only)

Co-op Store – Large lorries are servicing the shop and are being allowed to reverse in as they cannot turn around on site.

9. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED

9.1 Police – Logged Reports on Crime System 3-30 November 2015

9.2 Charity Commission – Changes to Terms of Reference

Circulated to all councillors

9.3 Norfolk Pension Fund Newsletter and notice of Forum on 1 December 15

The Chairman had attended the Pension Forum and said that large changes pension arrangements were taking place. Spixworth Parish Council has registered with the Pensions Regulator.

9.4 Broadland District Council – Recreational Provision in Residential

Development SPD: Pre-adoption consultation to 23 December 15. No comment.

9.5 Norfolk County Council – Better Broadband Information Sheet 22

9.6 Broadland District Council – Information regarding Community Infrastructure Levy

9.7 Norfolk ALC Newsletters

10. TRUSTEES OF SPIXWORTH VILLAGE HALL

10.1 To receive the Minutes of the Trustees Meeting – 17 November 2015

The Minutes of the meeting held on 17 November 2015 were agreed and signed by the Chairman.

10.2 To discuss the request for a loan to the Village Hall Management Committee

The Parish Council agreed to seek legal advice regarding a loan and charging interest to the Village Hall Management Committee. The Chairman and Mr Baggaley are to visit the solicitor.

The Council agreed unanimously in principle to agree a loan to the Village Hall Management Committee pending legal advice. The Village Hall Manager is to issue the order for the electrical work to the Village Hall.

10.3 User Group Meeting 24 November 2015

It was noted that only two people turned up for the User Group Meeting and the recommendation was that this group should be disbanded. Defer to next Trustees Meeting.

10.4 Quote to Re-Surface Village Hall Car Park

For information only – A quote to re-surface the Village Hall car-park had been obtained from Breedon Aggregates for £35,704.30. Noted.

It was agreed to ask Broadland District Council if Section 106 money could be used for this project.

11. HIGHWAYS MATTERS

11.1 To discuss the arrangements for commencement of the NDR.

Norfolk County Council will be commencing work soon.

It was agreed to invite Norfolk County Council to the February 2016 meeting to talk about the NDR.

11.2 To note the re-arranged meeting regarding SAM2

Mr Barrell had been unable to re-arrange the meeting. The application for funding for SAM2 under the Parish Partnership Scheme will proceed.

11.3 Any Other Highways Matters (for information only)

None.

12. ITEMS FOR DISCUSSION

13.1 Neighbourhood Plan – Defer to 2016/17

13.2 Projects within Spixworth – 5 year plan. No further action.

13.3 Locum Clerk's Hours – The Locum Clerk reported she had done 8 extra hours in the preceding month so would take time off in lieu.

13. DATE OF NEXT MEETING

The date of the next meeting of the Parish Council is Tuesday 5 January 2016 at 8.00pm in Spixworth Village Hall

14. ITEMS FOR NEXT AGENDA

14.1 Newsletter Spring 2016 – Items for next newsletter to include information regarding the provision of allotments.

With no further business the Chairman closed the meeting at 10.00pm.