

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm on TUESDAY 3 NOVEMBER 2015 at SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Mr J. Sadler (Chairman)
 Mr M. Baggaley Mr V. Barrell
 Mrs S. Rudling Mr S. Vincent
 Mrs K. Vincent Mr S. Macdonald
 Mrs D. Holdroyd Mrs S. Holland

LOCUM PARISH CLERK: Mrs A. Barnes

District & County Councillor D. Roper
 POLICE PCSO Jan Moore
 PUBLIC 12 members of the Public

THE CHAIRMAN welcomed everyone to the meeting and introduced Locum Clerk, Mrs Anne Barnes.

AGENDA

1. APOLOGIES

Apologies were accepted from Miss A. Cassam and Mr S. Wilkinson.

2. PARISH COUNCIL VACANCY

2.1 To note the Resignation of Nichola Dalzell

Broadland District Council have been advised of the resignation.

2.2 To note the Election period of 14 working days commencing 21 October 2015

If no election has been called by 6 November 2015 the Council will be able to co-opt a new councillor.

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

1. **Mr Blackett** reported that Spixworth Youth FC had plans for the land in Crostwick Lane that they would like to present to the Council ready for the adoption of the land by the Parish Council. Councillor Sadler explained that the land could not be adopted by the Council until the amenity land had been correctly prepared and a Schedule of Works is awaited from Broadland District Council. Any breaches of the Section 106 Agreement can only be enforced by Broadland District Council. Council to arrange a meeting with Broadland District Council.
2. **Mrs Brown**, Spixworth Football Club, requested a meeting with the Parish Council.
3. **Mr L. Gray** asked if Broadland District Council had contacted the Parish Council in relation to the planning application adjacent to the Care Home. There has been no contact at present.

Mr Roper, Mrs K. Vincent and Mr S. Vincent arrived at the meeting.

- 4. Police Report** – PCSO Moore reported on 4 crimes in Spixworth. She has been liaising with both schools and was undertaking cycling proficiency sessions. A surgery had been held on 21 October and the next surgery will be 11 November from 11.00am-12.00pm. PCSO Moore urged parishioners to be vigilant regarding locking up heating fuel stores, cycles, shed and other out-buildings. She is looking at school parking and anti-social behaviour. PCSO Moore was asked to monitor the movements of beet lorries going through the village.

Mr Martin Thrower, Head of Democratic Services – Broadland District Council, arrived at the meeting. Mr & Mrs Brown left the meeting.

Standing Orders were reinstated and the meeting was re-convened.

3. 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 S. Vincent: as a District Council ward member for Gt. & Lt. Plumstead and Broadland District Council Cabinet Portfolio Holder for Planning.

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

4. AMENITIES MATTERS

4.1 To discuss and respond to the business proposition made

Spixworth FC had submitted a business proposition in relation to the land at Crostwick Lane. The Council agreed to hold a meeting with representatives from the football club.

4.2 To discuss an email from Parishioner regarding Greg's Meadow

A letter from NPLaw was sent regarding an encroachment and the parishioner has requested help with removing the paving slabs. It was agreed that Peter Ward be asked to assist.

4.3 Any other Amenity Matters

None.

5. MINUTES OF PREVIOUS MEETING

5.1.1 To confirm the Minutes of the full Council meeting held on 6 October 2015

Amend Item 11. Add 'Councillor Karen Vincent'.

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

5.1.2 Matters Arising

Items 7.4 & 7.5 of September meeting regarding the Financial Regulations and Grants Policy – Defer to next meeting.

Council agreed to hold the next 2 full council meetings at 8.00pm in the main hall to enable more room to accommodate parishioners at the meetings.

Council agreed to set up a sub-committee to look into the possibility of enlarging the village hall as a long-term solution to lack of space.

Council agreed to update the Financial Regulations to reflect the list of signatories on the bank account.

5.2 To confirm the Minutes from the Extraordinary meeting on 21 October 2015

Delete D. Holdroyd and add M. Baggaley to list of councillors present.

Amend time of meeting to 8.00pm.

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

5.2.1 Matters Arising

Mrs Anne Barnes had been offered the position of Locum Clerk and had accepted the Council's terms. The Chairman and Mrs Barnes signed the contract.

5.2.2 Draft Minutes

Council agreed the draft minutes would be circulated as soon as possible after the meeting.

6. FINANCE

6.1 To note Balances and to approve payments as per tabled schedule

Council approved the balances and agreed the payments totalling £5098.18 in accordance with the budget. Mrs S. Holland and Mr M. Baggaley signed the payments.

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

Clerk was asked to investigate why the tree trims had taken place and report to next meeting.

6.3 To note Bank Reconciliation

Council noted the bank reconciliation. A copy of the bank reconciliation will be circulated to all councillors.

6.4 Any Other Financial Matters

6.4.1 Council noted the 2016 subscription charges from RBS Accounting.

6.4.2 Norse had undertaken Knotweed Treatment for which the Council had been charged. Clerk to enquire who had authorised Norse to do this work.

7. PLANNING MATTERS

7.1 To ratify the minutes of the Planning Committee meeting held on 6 October 2015

Item 2 was amended as follows:

‘SUPPORTED: The Committee expressed a concern and asked that permitted development rights are removed to stop Dormer Windows overlooking the existing neighbours.’

The minutes were ratified by the Council and signed by the Chairman.

The Council will notify Broadland District Council of this comment. (PA 2015/1526)

7.2 To receive a verbal report of the Planning Committee meeting held immediately prior to the full Council meeting and ratify the recommendations

There being no business the meeting had been cancelled.

7.3 Permissions and Enforcement Matters

2015ENF385 Co-op Foodstore Case Closed

2015ENF118 Elm Farm Country House Case Opened
Horsham St. Faiths

7.4 Any Other Planning Matters (for information only)

2015/0283 17 Ivy Road Notice of Appeal

8. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED

8.1 List of correspondence:

8.1.1 Broadland District Council – Invitation for 3 members to Annual Meeting with Parish & Town Councils on 12 November at 7.30pm.

8.1.2 Community Action Norfolk – Re-Imagining Norfolk presentation on 5 November.

8.1.3 CPRE e-bulletin

8.2 Letter from Mr J. Tibbenham

Mr Tibbenham had been sent a response dealing with the issues raised in his letter.

Council agreed that the Amenities Sub-Committee would look at the work required to bring Greg’s Meadow up to a satisfactory standard.

Mr & Mrs Tibbenham left the meeting.

The Council suspended standing orders to allow the District/County Councillor’s Report.

District/County Councillor’s Report.

Mr Roper reported that Norfolk County Council were consulting on their annual Budget 2016/17 prior to the Budget Meeting in February 2016.

A special meeting of the County Council had been held to discuss additional expenditure on the NDR following a legal challenge. Site clearance is taking place but no actual work on the NDR yet.

Mr Roper reported on the District Council's negotiations with Beeston Park Development Board (previously Beyond Green). The current proposal is that Phase 1 will be for 750 dwellings on the Old Catton side which may cause traffic issues for Spixworth. Defer to December meeting for information to be circulated. Mrs Vincent has raised a number of objections to the new proposals and Mr Barrell asked that the District Council ensures Section 106 Agreements are enforced. Concerns were expressed to Mr Roper that the delays to the NDR meant that trees and shrubs were being removed to allow a road to be widened for access rather than the County Council closing the road for 2 weekends.

The Council reinstated Standing Orders.

8.3 To approve Newsletter content and to authorise printing and delivery cost

Add the date of the Police Surgeries.

Add the telephone numbers of councillors.

Add an update on Greg's Meadow

Add the December and January meetings will commence at 8.00pm.

The Council approved the Newsletter with these additions and will ask the caretaker and street cleaner to deliver them to all village properties.

Future Newsletters will include reports of Council activities.

9. COUNCILLOR CONDUCT

The Council suspended Standing Orders to allow the Monitoring Officer's Report.

Mr M. Thrower, Broadland District Council's Monitoring Officer, reported on a complaint made against Mr S. Vincent under the Code of Conduct. He explained the Code of Conduct regime and the allowable sanctions. The report of the Monitoring Officer is not binding on the Parish Council and they must make their own decision on the appropriate action to take. Mr Thrower had circulated his findings to the Council and the parishioners concerned.

Mr Thrower reported that he had found there to be a Breach of the Code of Conduct and that Mr Vincent had agreed to offer an apology.

The Council reinstated Standing Orders.

The Council asked members of the public to leave the meeting whilst the Council discussed the findings. Mr S. Vincent was also asked to leave the meeting.

The Council resolved to ask Mr Vincent to give a verbal apology to those parishioners concerned.

Mr Vincent re-joined the meeting.

Mr Vincent agreed to offer a verbal apology.

Members of the Public were invited back to the meeting.

The Council announced it had resolved to ask Mr Vincent to offer a verbal apology and he had agreed. The complainants asked for a written apology.

The Council asked members of the public to leave the meeting whilst the Council discussed the request. Mr S. Vincent was also asked to leave the meeting.

The Council resolved the apology should be a written apology.

Mr Vincent re-joined the meeting.

Mr Vincent agreed to offer a written apology.

Members of the Public were invited back to the meeting.

The Council announced it had resolved to ask Mr Vincent to offer a written apology and he had agreed.

Mr Macdonald, Mr Tibbenham, Mr & Mrs Gray and Mr & Mrs Cullington left the meeting.

10. HIGHWAYS MATTERS

10.1 To receive a verbal report of the Highways Committee meeting held on 21 October 2015 and ratify the recommendations

Mr Barrell will not be able to meet with Norfolk County Council on 4 November to discuss the SAM2. An alternative date will be arranged.

10.2 To ratify the minutes of the Highways Committee Meeting held on 6 & 21 October 2015

10.2.1 Minutes of 6 October 2015

The minutes were ratified by the Council and signed by the Chairman.

10.2.2 Buses

Councillors were asked to monitor buses using Crostwick lane as a route back to their depot and to note the times they were seen.

10.2.3 Minutes of 21 October 2015

Amend time of closure of the meeting to 8.00pm.

The minutes were ratified by the Council and signed by the Chairman.

10.2.4

Mr Vincent reported the County Council may consult in due course on road closures for the NDR route.

10.3 Any Other Highways Matters (for information only)

None.

11. CONTRACTS

11.1 To approve the changes to Grass Cutting Contract

It was agreed to email a copy of the existing grass cutting contract to all councillors.

It was noted that the contract is to be renewed and the Clerk was asked to establish the start date.

The Council agreed the changes to the contract with the addition of Ivy Park, Chestnut Avenue and Cedar Avenue areas.

11.2 To approve the contractors for tender

Council agreed to tender for a one and two years contracts to the following companies:

Norse

CGM

TTSR Ltd

11.3 To note the Street Lighting Contract is in place until March 2018

Noted.

12. AOB (FOR INFORMATION ONLY)

None.

13. FUTURE AGENDA ITEMS

13.1 Neighbourhood Plan

13.2 Budget – Council to organise F&GP Meeting

13.3 Projects within Spixworth – 5 year plan.

14. DATE OF NEXT MEETING

The date of the next meeting of the Parish Council is Tuesday 1 December 2015 at 8.00pm in Spixworth Village Hall

With no further business the Chairman closed the meeting at 10.35pm.