

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
8.00pm on TUESDAY 5 JANUARY 2016 at SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Mr M. Baggaley (Chairman)
 Mr J. Sadler Mr V. Barrell
 Mrs S. Rudling Mrs A. Cassam
 Mrs S. Holland Mr J. Tibbenham
 Mrs R. Leighton

LOCUM PARISH CLERK: Mrs A. Barnes

PUBLIC

Mr Cullingham	Mrs Cullingham
Mrs Spinks	Mrs Tibbenham
Mrs Fitt	Mrs Y. Bradford
Mr S. Newell	Mr N. Hastings

PCSO 8226 J. Moore
 Mr D. Roper – County Councillor

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

1. Mr Tibbenham reported a tree had been damaged and was hanging over the footpath. Council will report this to Norse.
2. Mr Tibbenham reported that it appeared the SAPs cupboard had been broken into. Council said this was not the case.
3. Mrs Tibbenham reported there had been a sighting of deer on Gregs Meadow. She was concerned that the fencing was not secure in places and that dogs may chase after the deer and get through the fencing onto farmland. A letter will be sent to the landowner asking them to secure the fence.
4. Mr Cullingham asked if the development on land adjacent to St Marys Care Home had received planning permission and Mr Roper confirmed that the application had been passed subject to a Section 106 Agreement.
5. Mr Cullingham said he would like to see more articles on Parish Council affairs in the Newsletter.
6. Mr Hastings, Chairman of Spixworth Social Club, asked for a meeting with the Council to discuss the new fire alarm system. Mrs Rudling would arrange this before their next meeting on 14 January 16.
7. Mr Roper confirmed that Buxton Road was not going to be closed off to traffic contrary to notices put up over Christmas by mistake.

8. POLICE REPORT

PCSO 8226 Moore reported she had held a surgery on 21 December 2015 and the next one was on 14 February 2016 from 6-7pm. She is currently liaising with the Schools and doing a cycling proficiency test for the children. She continues her foot patrols around the village and is monitoring HGV movements. There had been only 2 crimes in the last month but she urged people to keep their sheds, cycles and valuables locked up.

PCSO Moore left the meeting.

9. DISTRICT COUNCILLOR'S REPORT

Mr Roper reported the County Council Budget consultation was continuing until 14 January 2016 and urged people to respond.

AGENDA**1. ELECTION OF CHAIRMAN**

Following the resignation as Chairman of Mr Sadler on 17 December 2015 nominations were invited for Chairman. Mr Sadler remains a councillor. Mrs Holland proposed Mr Baggaley, seconded by Miss Cassam and agreed unanimously. Mr Baggaley signed the Declaration of Acceptance of Office as Chairman.

2. APOLOGIES

Apologies were accepted from Mrs D. Holdroyd, Mrs K. Vincent and Mr S. Vincent.

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

4. MINUTES OF PREVIOUS MEETING**4.1 To confirm the Minutes of the full Council meeting held on 1 December 2015**

Item 7.1 Delete the word 'payments' and insert the word 'cheques'.

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

5. MATTERS ARISING

Norse has sprayed two areas of Knotweed, the bottom of Russell Avenue and the marsh site of Gregs Meadow. The Council will check with Norse the exact location of these areas.

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

The Council agreed unanimously to co-opt Mrs Rachel Leighton and Mr John Tibbenham. They both signed the Declaration of Acceptance of Office and will complete the Register of Members Interests.

7. AMENITIES MATTERS

7.1 Date of Next Meeting – 7 January 2016

Mr J. Tibbenham was co-opted onto the Amenities Group.

8. FINANCE

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

Council approved the balances and agreed the payments totalling £3745.59 in accordance with the budget.

8.2 To note Bank Reconciliation

Council noted the bank reconciliation.

8.3 To receive the Tenders for the Grass Cutting Contract

A Tender has been received from CGM Ltd. Norse has sent in a renewal contract and they will be contacted to respond to the Tender. Defer to next meeting.

8.4 To discuss the contract for emergency lighting and the repairs to the Fire Alarm System, to discuss the request for a loan to the Village Hall Management Committee and Spixworth Social Club and to agree the draft Agreements between Spixworth Parish Council and Spixworth Social Club and Spixworth Village Hall Management Committee.

The order for the emergency lighting and fire alarm system has been placed and will be started on 12 January 2016.

The Social Club has requested a meeting with the Parish Council to discuss the repairs and cost implication. Mrs Rudling to arrange the meeting.

The Council approved the draft agreements.

8.5 To agree the Budget 2016/17 and agree the Precept for 2016/17

The Council agreed the Budget and set the Precept at £92754 for 2016/17.

8.6 To discuss the new External Audit Regime and agree an External Auditor

The external audit arrangements are changing owing to the abolition of the Audit Commission and a new regulatory framework is being introduced. National Association of Local Councils is setting up a new body to administer external audit arrangements for local councils.

The Council agreed to contract with the Smaller Authority Audit Appointment Authority Limited for the procurement of their external audit services.

8.7 Any Other Financial Matters

None.

9. PLANNING MATTERS

9.1 Permissions and Enforcement Matters

20150991

Land adj. St Marys Care Home, North Walsham Rd

Permission granted subject to Section 106 Agreement

9.2 To discuss Planning Applications

The following Planning Applications were discussed at the meeting:

20151931

10 William Peck Road, Spixworth

No objections

20151948

14 Christine Road

No objections

20151974

36 Russell Ave

No objections

20152035

Land south of Moorsticks, Buxton Road, Spixworth

To be discussed at Planning Committee on 19 January 2016

9.3 To discuss the Draft Section 106 Agreement – Land adj. St Marys Care Home, North Walsham Road, Spixworth

Page 5 – Amend site details from ‘Croswick’ to ‘Spixworth’.

Council requires sight of the Plans A & B.

Query Item 4.4 with Broadland District Council.

Require Commuted sum for maintenance of the footpath link for more than one year.

Require specification for allotments and footpath link or discuss with Broadland that the Parish Council should draw up the specification.

NPLaw are willing to act for the Council in this matter.

Mr Baggaley and Mrs Barnes are attending a meeting with Sprowston Town Council on 13 January 2016 to obtain information on setting up and running allotments.

Miss Cassam and Mrs Fitt left the meeting.

9.4 Use of Section 106 Contributions/CIL for parish projects

Broadland District Council confirmed that Section 106 monies for affordable housing cannot be used for parish projects but CIL money can be used for this purpose.

9.5 Any Other Planning Matters (for information only)

None.

Mr and Mrs Cullingham left the meeting.

10. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED

10.1. Police – Logged Reports on Crime System

8, 15, 22 December 2015, 5 January 2016.

10.2 Norfolk ALC Newsletters, Training and date of AGM 6 January 2016

10.3 Norfolk Fire & Rescue Services Draft Integrated Risk Management Plan
Consultation to 14 January 2016

10.4 Draft Newsletter February 2016 – Item Hopkins Homes land

Council agreed to contact Broadland District Council for their programme of works to rectify the Public Open Space prior to adoption by the Council.

Concerns were expressed over possible illegal access to this land.

10.5 Broadland – Update on Dog-Fouling Campaign

10.6 Norfolk ALC – Referendum Principles

10.7 Pedal Revolution – Tour de Broads through Spixworth – 21 August 2016 - Mrs Rudling to attend meeting.

10.8 Norfolk Matters Newsletter

10.9 Norfolk Pension Fund Newsletter

10.10 Broadland Parish Pages

11. HIGHWAYS MATTERS

11.1 Parish Partnership Bid – Outcome due March 2016

11.2 Norfolk County Council – Temporary Traffic Orders for Buxton Road
Speed limit restrictions.

11.3 Norfolk County Council – NDR Newsletter

A representative from Norfolk County Council will attend the February meeting to speak for 10 minutes on the Northern Distributor Route.

11.4 Any Other Highways Matters (for information only)

11.4.1 Trees in Buxton Road and opposite the school in Ivy Road require further tree trimming.

11.4.2 The steel barrier outside the school in Ivy Road requires painting as it cannot be seen in the dark.

11.4.3 Contact Norfolk County Council to fill the grit bins.

11.4.4 Contact Broadland District Council regarding fly-tipping outside 23 Crostwick Lane.

12. DATE OF NEXT MEETING

The date of the next meeting of the Parish Council is Tuesday 2 February 2016 at 8.00pm in Spixworth Village Hall

13. ITEMS FOR NEXT AGENDA

13.1 Appointment of councillors to Highways, Village Hall Management Committee and Finance & General Purposes Committees

13.2 Emergency Plan

Mr Barrell proposed a vote of thanks to Mr Jack Sadler for his Chairmanship and for all his help and support over the years.

With no further business the Chairman closed the meeting at 9.30pm.