

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
7.30pm on TUESDAY 4 AUGUST 2015 at SPIXWORTH VILLAGE HALL**

**PRESENT**

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

PUBLIC: Mrs C. Doy, Mr I. Fitt

LOCUM CLERK: Mrs R. Rose

**THE CHAIRMAN** welcomed everyone to the meeting.

A note of the items raised in the Public Speaking session is attached to the signed copy of these minutes.

**1. APOLOGIES** were accepted from Miss A. Cassam, Mrs N. Dalzell, Mr S. Macdonald, Mr S. Wilkinson, District Councillor B. Kular and District & County Councillor D. Roper

**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 S. Vincent: as a District Council ward member for 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.

**3. POLICE MATTERS**

**3.1 Crime Statistics**

The figures for July had been circulated; 27 calls had been taken by the Control Room from/regarding the parish, and 10 crimes had been logged.

**3.2 Safer Neighbourhood Team Report**

PCSO Moore had provided her report by email, which was tabled. She had held a Community Surgery in July. Problem parking continued to be a concern which she always considered when patrolling the village and specifically at the schools morning and afternoon during term-time when possible. Parking outside schools was also a current Safer Neighbourhood Action Panel priority. She had attended an open evening at the Infant School to engage with both children and parents, and to introduce herself to new pupils.

At the July meeting concern had been raised about vehicles travelling at excessive speeds on the B1150 in the area of the Crostwick Lane junction. PCSO Moore had

emailed the Road policing Inspector for the Broadland area, who advised that the B1150 was a hotspot which was patrolled regularly and visited by the safety camera on a regular basis. He assured PCSO Moore that he would endeavour to make the police presence more keenly felt.

She reiterated the message regarding security of outbuildings, fuel stores and cycles. She asked the Council to note that the theft of a cycle mentioned in the crime statistics had been from a front garden.

### **3.3 Safer Neighbourhood Action Panel Meeting**

The minutes of the meeting held on 15 July 2015 in Old Catton had been circulated. No representative of Spixworth Parish Council had attended. The next meeting would be held on 21 October in Sprowston.

Before the next item on the agenda, Councillor S. Vincent raised a point of order and proposed that the Council should accept that if it failed to adhere to procedures laid down in the Council's Standing Orders, Financial Regulations or Code of Conduct, it laid itself open to, and should expect, challenges. The proposal was seconded by Councillor K. Vincent, and on a vote was carried by 7 votes for and 1 abstention.

**4. THE MINUTES** of the previous meeting held on 2 June and 7 July, which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments:

Item 4: Approval of the minutes of the meeting held 2 June 2015:

Add: "Anglian Water was asked to proactively offer a cleansing service to residents affected by discharge from the pumping station. This service should not be on request but offered as a matter of course and if residents are not at home then Anglian Water should put calling cards through the door with details of how to take up the cleansing offer."

Councillor K. Vincent reminded the meeting that this proposal had been voted on and accepted, but had failed to appear in the minutes of the June meeting, or been amended at the July meeting.

Item 5.1: Co-option of Councillors:

Add the names of the Councillors who had been co-opted: Miss A. Cassam, Mrs N. Dalzell, and Mr S. Wilkinson.

Item 6.1.4: Finance & General Purposes Committee

2<sup>nd</sup> sentence: Delete 'at the next' and substitute 'all'; delete 'as a co-opted councillor'.

Item 7.2: Office Petty Cash:

Delete '£30' and substitute 'no more than £50'.

Item 7.3: Bank Reconciliation

Add: 'It was acknowledged that the Council had failed to follow procedures regarding Direct Debits, but these would be followed in the future'.

Item 7.5.2: Add 'Standing Orders and Code of Conduct'.

Item 7.6: Change of accounting system software

1<sup>st</sup> sentence: Add 'and it was causing her distress'.

Add: 'Councillor S. Vincent raised his concerns regarding the risk of transferring the accounts to another accounting system with the financial year '.

## **5. MATTERS ARISING**

### **5.1 Lone Working**

Councillor Rudling reported that she, Councillor Dalzell and the Clerk had held an informal meeting to discuss safety for the Clerk in the Parish Council Office. The Clerk had contacted A.C. Leigh Ltd. regarding the costings for security measures for the office.

## **6. FINANCE**

**6.1 Balances** were noted.

**Cheques and Payments** detailed on the attached schedule and totalling £13,674.98 were authorised for payment.

### **6.2 Applications for Financial Assistance**

None received. However, the meeting asked that the current Donations Policy be circulated to all Councillors, and that an item be placed on the agenda for the next meeting to discuss Parish Council donations to charities.

### **6.3 Bank Reconciliation**

The Locum Clerk confirmed that reconciliation for the savings account had taken place to 27 July 2015, and this had been verified by the Chairman on 4 August 2015. The petty cash total could not be checked as the cash box was locked and the Clerk in post held the key.

The meeting asked that the reconciliation of payments made by electronic means be reconciled to invoices in the future, and that the Council receive a Budget Control Report each month.

### **6.4 Finance & General Purposes Committee**

The meeting ratified the minutes of the meeting held 13 July 2015 subject to the following amendments:

Item 2, 2<sup>nd</sup> paragraph: Add 'specifically – funding of the new system; (i.e. from which budget heading); training (further training on the current system and/or the new system); the audit requirement and the audit trail.

3<sup>rd</sup> paragraph - Cost: Add the itemised cost of the new system.

4<sup>th</sup> paragraph – Need: Delete 'using training aids'.

Councillor S. Vincent outlined the concerns that he felt should have been expressed in the minutes, i.e. the risk of transferring the accounts to another system in mid-financial year; an audit following transfer and reconciliation with the current system; what statements would be provided to Council and their frequency.

### **6.5 NPLaw Legal Service**

The Chairman explained that the Council had several ongoing issues which would require legal assistance. For an annual charge of £400 + VAT NPLaw offered a

comprehensive service, including advice, writing letters on behalf of the Parish Council, and reviewing policies to check for legal compliance. Where a matter might go beyond general legal advice and expand into (for example) a court case or legal transaction, a quote for that work would be provided.

Alternative sources of legal support had been explored, such as that offered through Norfolk ALC, but the line of communication by this method could prove cumbersome.

Proposed by Councillor Baggaley and seconded by Councillor K. Vincent, it was AGREED to accept the offer from NPLaw. Funding would come from the Professional Fees budget heading, and the Council would expect a periodic report on the use of the service.

## **6.6 Internet Service Providers**

Research into the costs of alternative ISPs was ongoing. The matter would be placed on the agenda for the next meeting.

## **7. PLANNING MATTERS**

### **7.1 Permissions & Enforcement Matters**

The Clerk gave an updated report; one case was ongoing in Spixworth, and one case had been closed.

*With the meeting's agreement, Items 8 (CORRESPONDENCE) and 9 (HIGHWAY MATTERS) were postponed until the following meeting.*

## **10. AMENITIES MATTERS**

### **10.1 Amenities Committee**

With the meeting's agreement, ratification of the minutes of the meeting held on 28 July 2015 was postponed until the following full Council meeting. However, the meeting AGREED two recommendations of the Committee:

- 1) Engaging legal advice for the registration of the land adjacent to 32 Orchard Road;
- 2) Removal of bicycle ramps on Village Hall land regarded as medium risk according to the latest RoSPA report.

*With the meeting's agreement, Items 11 (NORWICH INTERNATIONAL AIRPORT) and 12 (REPORTS FROM DISTRICT/COUNTY COUNCILLORS) were postponed until the following meeting.*

Councillor S. Vincent expressed concern that, even though they could not attend the meeting, the District and County Councillors had not provided a written report.

## **13. AOB**

Councillor K. Vincent asked that when future Council or Committee meetings were planned, it should be recognised that some members had day-time occupations and asked that meetings were not arranged to start before at least 6pm.

There being no further business, the Chairman closed the meeting at 9.20pm.