

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm on TUESDAY 6 OCTOBER 2015 at SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Mr J. Sadler (Chairman)
 Mr M. Baggaley Mr V. Barrell
 Mrs S. Holland Mr S. Vincent
 Mrs K. Vincent Mr S. Macdonald
 District & County Councillor D. Roper

POLICE PCSO Jan Moore
 PUBLIC 8 members of the Public
 CLERK: Mrs R. Buck

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 Mrs N. Dalzell, Mrs D. Holdroyd, Miss A. Cassam, Mrs S. Rudling, Mr S. Wilkinson and District Councillor B. Kular

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 September had been circulated; 22 calls had been taken by the Control Room from/regarding the parish, and 7 crimes had been logged.

3.2 Safer Neighbourhood Team Report

She had conducted a surgery on 12 September and had dealt with parish issues; the next surgery was planned for the 23 October at 9am.

She continued to monitor the parking at school start and finish times.

She reiterated the message regarding security of outbuildings, fuel stores and cycles. Confirmation was provided that surgery times are to be within the Parish Magazine as well as advertised in the notice boards and Co-op.

3.3 To report any matters for action

The next SNAP meeting will be held at the Diamond Centre, Sprowston on 21 October at 7pm.

The agenda was altered with Parish Council approval to receive report from Councillor Roper.

10. REPORTS FROM DISTRICT / COUNTY COUNCILLORS

District

Latest amendments to Site Allocations, none of the items concern Spixworth. The Wellbeing Panel made a decision to review the Community Safety Strategy, this needs updating rather than anything being wrong. Broadland has done some very good work recently in schools on bullying, particularly cyber bullying.

County

The budget remains top priority with proposed cuts being highlighted in the press. The worst case scenario has been requested and this information will be assessed in February.

There is a devolution meeting between Norfolk and Suffolk to promote working together to capitalise on bringing funding into the region.

There has been a complaint regarding overcrowding on high school buses going to Broadland High School, this has been looked into and recent reports from parents is that this is now improving.

There was a query as to when work for the NDR will begin within the Parish, Councillor Roper will make enquiries on hour behalf.

Councillor Roper left the meeting at 8pm.

4. PLANNING MATTERS

4.1 The minutes of the Committee meeting held on 1 September & 9 September 2015 were RATIFIED.

4.2 The Chairman of the Planning Committee gave a verbal report of the Committee meeting held immediately prior to the Council meeting; the meeting agreed the recommended responses on applications.

4.3 Revised Planning application 20150991: Land adjacent to St Mary's Care Home

The Chairman suspended standing order to allow public participation 8.15pm

The members of the public were in general support of the proposed application and could see benefits to Spixworth in the development.

The members of public left and the Chairman reinstated Standing orders 8.20pm.

The Parish Council considered the revised planning application and after a lengthy discussion objected to the application as per appendix 1 (attached)

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

4.5 Any Other Planning Matters (for information only)

There were no other planning matters for consideration.

5. MINUTES OF PREVIOUS MEETING

THE MINUTES of the previous meeting held on 1 September 15 which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendment.

7.1 The Finance & General Purposes Committee minutes of August 26 were approved subject to the following amendment. 'The Financial Regulations appendix is updated to reflect the change of signatories.'

Councillor K Vincent's declaration of interest to be removed, Councillor Vincent sent her apologies for the meeting.

It was noted that items 7.4 & 7.5 of September's meeting were postponed. It was reiterated that they are a priority and cannot be postponed at future meetings.

It was noted the donation as per item 7.3.2 was approved as it fits with the current grant policy.

6. FINANCE

6.1 THE MINUTES of the previous Finance & General Purposes Committee meeting held on 28 September 2015 which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments.

2.1, 'The committee looked at the budget for 2015/16. It was agreed at Parish Council meeting in May 2015 that £11,094 would be used from earmarked reserves.'

2.3, 'The Committee noted the ear marked reserves for 2015/16'

3, 'It was recommended the process of reconciling RBS Alpha, receipts and payments against September's bank statements for the current account, savings account and petty cash be evidenced for Councillor signatory at the Parish Council meeting in October. The Councillors evidencing the reconciliation are not to be bank signatories.'

4, 'The Committee discussed the need of a Chairman's allowance. It was decided that it was to be called a Community Allowance to allow payments in recognition for the village. To be discussed at the next Parish Council meeting.'

5, to be added 'The external auditor's report is to be circulated to all Councillors' and 'The Chairman identified that earmarked reserves as per the National Association should be at 50%'

6.2 Balances were noted.

Payments and receipts detailed on the attached schedule and totalling £8,354.21 were authorised for payment.

6.3 To note bank reconciliation

Reconciliation of RBS alpha against September's bank statement was noted.

6.4 After a discussion it was agreed a Community budget was unnecessary and all Parish Council approved Community expenditure would be placed under Miscellaneous Expenditure budget heading.

6.4.1 To approve community expenditure

The Parish Council declined expenditure for a poppy wreath. All other expenditure was postponed to a later meeting.

6.5 To note quarterly Budget Control Report

The budget control report for quarter 2 was noted. Query regarding historic CIL payments made to Spixworth was made. Clerk to confirm.

6.6 To note and consider contract changes for services

6.6.1 Grass Cutting Contract

It was noted that the contract is to be renewed. It was agreed the Amenities Committee would review the current specification.

6.6.2 E:ON – Office power

The Clerk informed the Parish Council that the contract was up for renewal.

6.6.3 AVG – office security (to be tabled)

The Clerk informed the Parish Council that the contract was up for renewal.

6.7 Any Other Financial Matters (for information only)

6.7.1 To note external audit report.

To be circulated to all Councillors.

6.7.2 Clerk's period of absence.

The Clerks upcoming absence was noted and a locum would be sourced.

6.7.3 To consider the Precept 2016/17

The Parish Council was asked to consider the Precept for 2016/17.

7. CORRESPONDENCE & REPORT OF MEETING(S) ATTENDED

A list of the correspondence received had been circulated, and was updated at the meeting; all items were available from the Clerk. A list is attached to the signed copy of these minutes.

8. HIGHWAYS MATTERS

8.1 The Chairman of the Highways Committee gave a verbal report of the Committee meeting held immediately prior to the Council meeting; the meeting approved the recommended actions

8.1.1 The Parish Council approved the funding application to Parish Partnerships

8.2 The Parish Council did not approve the annual tree trims on Buxton road, requested the Clerk contacted Highways for overgrown trees.

8.3 Any Other Highways Matters (for information only)

8.3.1 The Clerk updated the Parish Council on the actions taken by the Highway Ranger on their recent visit.

9. AMENITIES MATTERS

9.1 The Parish Council noted the recent communication from Broadland District Council regarding the open space adjacent to Crostwick Lane.

11. AOB (FOR INFORMATION ONLY)

The Parish Council approved Councillor K Vincent as the Highways representative at future Finance & General Purposes Committee meetings in place of the Highways Chairman.

12. FUTURE AGENDA ITEMS

12.1 Neighbourhood Plan

12.2 Budget

12.3 Projects within Spixworth – 5 year plan.

With no further business the Chairman closed the meeting at 10.10pm.