

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm on TUESDAY 7 July 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 Mr S. Vincent
Mrs S. Rudling Mrs K. Vincent
Mr S. Wilkinson Miss A. Cassam
Mrs N. Dalzell
District Councillor B. Kular
District & County Councillor D. Roper
POLICE PCSO Jan Moore
CLERK: Mrs R. Buck

THE CHAIRMAN welcomed everyone to the meeting.

1. APOLOGIES were accepted from Mr S. Macdonald

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 June had been circulated; 39 calls had been taken by the Control Room from/regarding the parish, and 8 crimes had been logged.

3.2 Safer Neighbourhood Team Report

PCSO Moore reported that she has continued to liaise with the schools, attending assemblies, and showing the children her car.

She continues to monitor parking at the schools and throughout the village. There are vacancies for the Community Speed Watch Team as there are currently not enough volunteers for the team to operate. There has been reports of anti-social behavior within the village therefore patrolling in these areas has increased.

She reiterated the message about security of outbuildings, fuel stores and cycles.

3.3 Any Matters for Action

PCSO Moore's next surgery is at the Co-op on 25 August, 5-6pm.

Parish Council mentioned to PCSO Moore the speeding that occurs on Crostwick Lane/ North Walsham road junction.

PCSO Moore notified Parish Council of a summer campaign to tackle anti-social behavior and motorcyclists.

3.4 Items for Consideration for Safer Neighbourhood Action Panel

The next meeting is on 15 July at Old Catton Pavilion at 7pm.

PCSO Moore left the meeting

4. THE MINUTES of the previous meeting held on 2 June 2015, which had been circulated, amendments were noted. To be approved at full council on August 4.

5. MATTERS ARISING

5.1 Co-Opted Councillors signed their Declaration of Acceptance of Office in front of the Clerk prior to the meeting commencing.

5.2 The Parish Council APPROVED the Clerk to contact the local school for a Facebook competition with prizes available.

6. COMMITTEES

6.1.1 Planning

Councillor Rudling, Councillor S Vincent, Councillor Holdroyd, Councillor Baggaley, Councillor Holland

Councillor Holdroyd was voted in as Chairman

6.1.2 Highways

Councillor K Vincent, Councillor Wilkinson, Councillor Cassam, Councillor Barrell

Councillor Barrell was voted in as Chairman

6.1.3 Amenities

Councillor Dalzell, Councillor Cassam, Councillor Rudling, Councillor Baggaley

Councillor Baggaley was voted in as Chairman

6.1.4 Finance & General Purposes Committee

This committee comprises of the Chairman, Vice Chairman and the Chairman's of the committees. It was agreed Councillor K Vincent would attend at the next Finance & General Purposes Committee meeting as a Co-Opted Councillor.

6.2 Village Hall Management Committee.

The Village Hall Management Committee will be represented by the Village Hall manager, Clerk to the trustees, Chairman, Vice Chairman, Councillor Dalzell and representatives from the Social Club.

6.3 Outside Bodies

Councillor Sadler will represent Spixworth at the Norwich International Airport Consultative Committee, Councillor Barrell will be his deputy.
Councillor Sadler will represent Spixworth on the Beeston Park Project board.
Councillor Holland will be his deputy.

6.4 Any other representation

There are no other bodies that require representation at this time.

Councillor Roper left at 8.15

7. FINANCE

Councillors Barrell and Rudling declared a pecuniary interest in item 6.1.

7.1 Balances were noted.

Cheques and Payments detailed on the attached schedule and totaling £6,695.29 were authorised for payment.

7.2 To Agree a Sum for Office Petty Cash

Parish Council approved a sum of £30 for petty cash.

7.3 To note bank reconciliation

The Clerk confirmed that reconciliation had taken place to 24 June 2015, and this had been verified by the Chairman and Vice-Chairman on 7 July 2015. The petty cash total was checked at the same time as bank reconciliation was verified.

7.4 Budget Control Report

The Parish Council noted the Budget Control report. There were no unexpected anomalies.

7.5 Any other Financial Matters

7.5.1 The Parish Council stated they would like the audit report to be seen by the Finance & General Purposes Committee for a report to be presented at a future Parish Council meeting.

7.5.2 Financial regulations and Governance and Accountability to be distributed to Councillors by the Clerk.

7.6 To discuss the suitability of Scribe and approve purchase of a new system if required.

The Clerk reported the difficulties she was experiencing with Scribe. The Clerk suggested 2 alternative book keeping systems, RBS Alpha and excel. The Parish Council discussed the information that was presented to them. They agreed that excel was not robust enough for the Parish Council accounts. There were concerns raised by Councillors regarding the functionality of the proposed system, the cost and the need. The Parish Council therefore delegated the power to approve payment for a new book keeping to a Finance & General Purposes Committee meeting where the Clerk would provide further information.

7.7 To approve payment for NPLaw scheme.

The Parish Council decided to postpone this item until the next Parish Council meeting.

7.8 Expenses

The expenses list was approved (appendix a, attached)

Councillor Kular left at 21.50

8. PLANNING MATTERS

8.1 Verbal report from Vice-Chair regarding planning application

The Vice-Chairman gave a report on the planning application received. The Parish Council supports the application.

8.2 Permissions & Enforcement Matters

The Clerk gave an updated report; one case were ongoing in Spixworth, and two cases had been closed

8.3 Any other planning matters

There were no other planning matters

8.3.1 Land adjacent to St Mary's Care Home

The Parish Council noted correspondence from David Futter Associates due to the proposed development having a path that comes onto Parish Council land. NO comment was made as Parish Council are waiting for the planning application notification from Broadland District Council.

9. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED

9.1 Correspondence List

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.

9.2 Consultations / Invitations

An invitation was received from a student who required some input from the Clerk regarding a hypothetical design project. The Parish Council supported the invitation.

9.3 Councillor training

The Clerk made the Parish Council aware of the training that is available.

9.4 Parish Council support for Clerk to do CiLCA

The Parish Council agreed to pay the cost of CiLCA, the expenses incurred and will allow the Clerk 1 study morning per month.

10. HIGHWAYS MATTERS

10.1 Maintenance matters update

The highway rangers reported to the Clerk that they were unable to clear the Cycle way but they would monitor it moving forward.

10.2 Any other highway matters

Norfolk County Council stated that they the sand coming from Haul Road/ Church Lane crossing was at a reasonable level and therefore would not progress it further but they will monitor it.

11. AMENITIES MATTERS**11.1 To discuss projects for the youth**

Councillor Rudling discussed with the Parish Council the work she has been doing with Danny from MAP in identifying amenities for the Youth. The Parish Council approved research into ideas and funding.

11.2 To discuss and approve the next course of action for Greg's Meadow.

The Parish Council approved the instruction of NPLaw to resolve the encroachment on Greg's Meadow.

11.3 To discuss the progress for land adjacent to Crostwick Lane

The Clerk informed the Parish Council that Broadland District Council are investigating the current situation and will report back to us with their findings.

11.4 Any other amenities matters

The weeds growing around bins and under benches/posts are not being sprayed or trimmed Clerk to research Norse Contract

The gate leading into Greg's Meadow from Cedar Avenue is damaged Councillor Barrell will look investigate.

12. LONE WORKING FOR CLERK

The clerk reported that as a result of the fire report which was recently completed it became evident that the Parish Council needed to carry out some work regarding the health and safety policy for lone workers. Clerk to research further.

13. PROPOSAL TO CANCEL AUGUST MEETING

The Parish Council voted against cancelling August meeting.

14. NORWICH INTERNATIONAL AIRPORT

There is no update at this time

15. REPORTS FROM DISTRICT / COUNTY COUNCILLORS

Councillor Roper reported that Broadland District Council had changed its housing allocations policy, residents now have to have lived within Broadland for a minimum of 2 years as opposed to 6 months.

New panels have been put in place and the Wellbeing Panel places are hoping to meet in public.

Norfolk County Council there has been a lot of press regarding the over spends in Adult Social care. The figures that have been published are forecasted as worse case scenario. Some budget reforms haven't yet made an impact. Budgets are being forecasted based on 3/4 of the current provision.

NDR - There is now 6 weeks for any appeal to be lodged. Finances have been approved.

Next council meeting is 27 July and there is expected to be a UKIP motion for a single tier government and a unitary council.

16. AOB

Councillor Barrell reported that there have been numerous problems with the buses and therefore would like it advertised that any problems with First Bus to be reported to him. Clerk to advertise on the website and Facebook.

The meeting closed at 22:50.