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

PRESENT

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

PUBLIC: Mr & Mrs Cullington 
PCSO K. Kasburn

CLERK: Mrs A. Barnes – Locum Parish Clerk

PARISHIONER’S QUESTION TIME

Mr Cullington requested an update regarding planning application for the land adjacent to St Mary’s Care Home and the Section 106 Agreement. The Chairman explained that negotiations had continued with a meeting with Mr Gray and following this the Council was awaiting a response from him. The recommendations were in relation to the fencing around the allotments, an Easement to be agreed in relation to the path connecting to Crostwick Lane and the responsibilities for the sewer.

Mr Cullington asked if the Council had considered what they would do if Mr Gray pulled out of the development as they would lose the allotments and the Community Infrastructure Levy. The Chairman replied that Mr Gray would lose far more as he had already invested a lot of money in the development.

Mr Macdonald arrived at the meeting.

Mr Cullington asked if the Council had requested the allotments. Councillor S. Vincent explained that the Council had originally offered £5,000 for land for the allotments but this had been turned down and Mr Gray had asked for £50,000 for the land. The land was then allocated for leisure but was subsequently de-allocated in the Broadland Local Plan. Mr Cullington asked if the local people had been asked about the Plan and Mr Vincent confirmed that a full consultation process had taken place before the Local Plan was passed.

Mr Tibbenham expressed concern over a recent article written by Spixworth FC in the Parish News. The article stated that the football club were still in negotiation with the Parish Council and this was factually incorrect as the Council had turned down their request and they had been notified of this action. It was thought that the deadline for articles for publication was so far in advance of printing that at the time of writing the football club had approached the Council but by the time the Newsletter was printed the matter had been concluded.
REPORTS FROM DISTRICT / COUNTY COUNCILLORS

Councillor Roper sent his apologies and provided a written report.
County Councillor – No report.

POLICE MATTERS

PCSO Moore sent her apologies and provided a written report.

Crime Statistics
The figures for March were noted; 25 calls had been taken by the Control Room from/regarding the parish, and 5 crimes had been logged.

PCSO Kasburn reminded parishioners to be vigilant with outside sheds and outbuildings and keep them securely locked to prevent theft.

PCSO Kasburn left the meeting.

AGENDA

1. APOLOGIES
Apologies for absence were accepted from Councillor A. Cassam and Councillor K. Vincent.

2. DECLARATIONS OF INTEREST
Councillor Sadler: as a member of Broadland Standards Committee; Chairman of the Norwich Airport Consultative Committee; a personal interest in any matter relating to the Code of Conduct or the bodies stated and Norfolk ALC.
Councillor S. Vincent: as a District Council ward member for Plumstead and Broadland District Council Cabinet Portfolio Holder for Planning.
Councillor S. Rudling: Manager of Spixworth Village Hall.

3. MINUTES OF PREVIOUS MEETINGS
3.1 To confirm the Minutes of the full Council meeting held 1 March 2016
The Minutes of the previous meeting held on 1 March 2016 which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments:

Page 1: Remove ‘North Walsham Rugby Ground’ and insert ‘Norwich Rugby Ground’.

Page 4: Item 5.8 Remove ‘Tiddenham’ and insert ‘Tibbenham’.


3.2 To confirm the Minutes of the extraordinary Council meeting held 16 March 2016
The Minutes of the previous meeting held on 16 March 2016 which had been circulated, were agreed, and signed by the Chairman as a true record.

Chairman 03 May 2016
Councillors Holland and Leighton asked that their apologies be recorded retrospectively as they were unaware of the meeting until it was too late to send their apologies. These were accepted.

4. MATTERS ARISING

4.1 Clerk’s Report

4.1.1 Councillor Holland is to take her signatory forms to the bank.
4.1.2 A filing cabinet had been purchased.
4.1.3 Some grass cutting had taken place but The Council had not yet received an invoice.
4.1.4 Dog Fouling – Spixworth Parish Council are responsible for emptying the 6 dog bins on Gregs Meadow and Broadland District Council are responsible for emptying the remainder.
4.1.5 The trees on Buxton Road have still not been trimmed.
4.1.6 No response from the school yet in promoting responsible dog ownership. This was due to Half Term.
4.1.7 Greg’s Meadow footpath subsidence had been reported but not yet dealt with.
4.1.8 The Project Working Party meeting has been arranged for 14 April 2016.
4.1.9 The new website is not yet operational. The Clerk will be asked to update the old website in the meantime.

5. FINANCE

5.1 To note Balances; to approve Payments as per tabled schedule up to 31 March 2016
Cheques and Payments as detailed totalling £1952.37 were authorised for payment in accordance with the Budget.

Payments by Standing Order or BACS
Norwich Office Supplies: Filing cabinet 60.00
Norfolk Pension Fund: March contributions 391.38
Salaries 342.95

Payments by cheque
T.T. Jones Electrical: Maintenance, 3 lights 132.89
Spixworth Village Hall Management Committee: Hire of rooms, 15/16 47.00
Newsletter delivery 64.00
SLCC AGM Conference 12.00
SLCC annual membership 167.00

Payments by Direct Debit
E.ON Energy: Street lighting power charges for previous month 703.72
1 & 1 Internet Ltd: Quarterly website hosting 31.43

Total Payments £1952.37

5.2 To note Balances; to approve Payments as per tabled schedule from 1 April 2016
Cheques and Payments as detailed totalling £1560.11 were authorised for payment in accordance with the Budget.

Payments by Standing Order or BACS
Spixworth Village Hall Management Committee: Annual Rent 825.00
The Colman Group 94.00
Norse: Village Hall Work 011805 36.62

Chairman 03 May 2016
Payments by cheque
Norfolk ALC: Spring Conference 45.00
Norfolk ALC: Membership Subscription 534.49
Norfolk Playing Fields Association: Subscription 25.00
Total Payments £1560.11
Income
Norse: Village Hall Work 011805 30.52

Salaries
Councillors Baggaley and Sadler were authorised by the Council to check the staff salary payments for April and authorise payment. It had not been possible to calculate the salary payments until the HMRC end of year process had been completed and the new year started. The payments will be reported at the next meeting.

Holidays
The Council agreed that the Clerk will be instructed not to take holidays during the financial year end period and all holidays must be discussed with the Chairman prior to the holiday being taken.

5.3 To note bank reconciliation

5.4 To note Budget Control Report
Nothing to report until the financial year end had been completed.

5.5 To approve an outer office key cut for the Village Hall caretaker.
The caretaker had asked for a key to the outer office if he was required to clean the office. The request was denied.

5.6 To note an increase in Village Hall room charges
The hall hire charges have been increased by 20% to bring the Council in line with other users. Noted.

5.7 Any Other Financial Matters (for information only)
5.7.1 Clerks annual pay rise as per Contract of Employment – Defer to Item 8.3.

6. POLICIES
6.1 To approve Grant Aid Policy for 2016-2017.
The Parish Council agreed unanimously they will not be making any grants for the financial year 2016/17 under any circumstances.

7. PLANNING MATTERS
7.1 To ratify the minutes of the Planning Committee meeting held on 1 March 2016
The minutes were agreed by the Council and signed by the Chairman.

7.2 To approve planning applications received

Chairman 03 May 2016
7.3 Update on Land adjacent to St Mary’s Care Home
Following a meeting between NPLaw, Broadland District Council and the land owner a letter had been sent to Mr Gray regarding terms of the S106 agreement. The terms were approved and the Council awaits a response from Mr Gray.

7.4 To agree a nominal sum to be requested as part of the Section 106 Agreement
The Council agreed to ask the developer for £1,000 towards the cost of the fencing of the allotments.

It was noted that the land was intended to be used as storage during the development so may not be available until at least 2017/18. The likely cost of any fencing will be in the region of £2,500 so the Council agreed any shortfall for the Council can be included in the Budget for 2017/18.

7.5 Permissions and Enforcements
Information given at the meeting. Noted.

7.6 Any other planning matters
7.6.1 Charges for Plans - It was noted that in future Norfolk County Council will charge a fee to print paper copies of planning applications.

7.6.2 St Peter’s Way - It was noted that a plot of land had been cleared of vegetation. This will be monitored and reported if no planning application is received.

7.6.3 Moorsticks – It was noted there will be an archaeological dig on the Moorsticks land prior to development.

8. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED
8.1 Correspondence List
8.1.1 Clerk & Councils Direct - Sector magazine
8.1.2 CPRE - Green Belt For Norwich Campaign
8.1.3 Norfolk ALC - LAIS1389 Broadband Consultation/Newsletter
8.1.4 Magpas Helimedi - Newsletter
8.1.5 Norfolk Community Foundation - Grants Newsletter
8.1.6 Norfolk Pension Fund - Newsletter
8.1.7 Police Connect Messages
   Week 16 March 16
   Week 24 March 16
   Week 31 March 16
   Police Statistics – March 2016
   PCSO J. Moore’s Report
8.1.8 Letter from Mr J. Scholes - Queen’s 90th Birthday – Suggest a plaque on a bench. Suggestion rejected as there are no benches.
8.1.9 K & M Lighting - Offer to quote for LED Street lights
8.1.10 Norwich Airport Consultative Committee – Jack Sadler
Minutes of Meeting 1st February 2016
Minutes of AGM 1st February 2016

8.1.11 Broadland District Council
D. Roper – District Council – Monthly Report
Publication of Old Catton Neighbourhood Development Plan
Scrutiny Committee Training Sessions Invitation

8.1.12 North Norfolk Council
Housing & Economic Land Availability Assessments (HELAAs) Consultation

8.1.13 Letter from R. Jackson - Complaint regarding the NDR proposals
A response has been sent saying that the Council had submitted numerous comments on the NDR proposals.

8.2 Consultations / Invitations
None

8.3 To receive a report from Councillor M. Baggaley regarding the Clerk’s appraisal
Refer to Confidential Minutes Item 8.3.

9. HIGHWAYS MATTERS
9.1 To discuss complaints received regarding North Walsham/Crostwick Lane junction
The complaints were noted. Councillor Barrell had spoken to Norfolk County Council and asked them to look into the possibility of a roundabout at the junction. Another option would be to install bollards which could be removed at a later date.

Councillor Sadler reported that the re-alignment of Rackheath Lane had been the only major works since the 1980s however, the problems still remained in this area.

Councillor Tibbenham said that Mr Roper, County Councillor, had written to Mr Allfrey at Norfolk County Council asking how the NDR would be monitored.

9.2 Maintenance matters update
It was noted that the Buxton Road drainage channels were not working properly but nothing would be done until the NDR was completed.

9.2.1 To note Partnership Bid success and to approve signing the contract
The bid for a SAM machine had been successful. The Parish Council’s contribution was £1594.50 and it was agreed this would be taken from general reserves.

The contract was signed by the Chairman and witnessed by the Vice-Chairman. Councillor Barrell would be responsible for the installation of the SAM2.

The Clerk will add the item to the Asset Register and arrange for it to be insured.

9.3 Any other highway matters
9.3.1 It was reported that British Telecom had done work on the corner of Ivy Road and Buxton Road but had left an amount of old cement and a sign on the footpath. The Clerk will report it to Highways.
9.3.2 Work on the NDR will start at Buxton Road at end of April 2016. A detour will be constructed and will not affect local residents until the final section is joined up and the road may be closed at a weekend. Norfolk County Council will be producing regular Newsletters to keep local residents informed of roadworks.

10. AMENITIES MATTERS
10.1 To note dog bins which are the responsibility of the Parish Council
The 6 bins on Gregs Meadow are owned by the Parish Council.

10.2 To note the change of contractor to Scooper Dooper as per 1 March 2016 full council meeting and approve additional hotspot service
Scooper Dooper will commence their contract on 6 April 2016.

It was agreed the Hotspot Service will not be required at present.

10.3 Any other Amenities Matters (for information only)
Hopkins Homes have appointed a contractor to deal with the land for the football pitch but the Parish Council has concerns as the contractor is a garden contractor. An email had been sent to Broadland District Council who had responded that the contractor had done other work on Public Open Spaces.

The contractor had submitted details for the works:
   1. Stone picking by hand of surface visual stones.
   2. Spread topsoil in low spots.
   3. Lightly spring tine the surface and roll.

An email had been sent to Broadland District Council stating that hand stone picking was not sufficient as the grass had already grown and died down hiding the stones so that many would not be visible. The works requires a mechanical stone-picker. No reply as yet received and the programme of works has also not been received.

It was agreed to send a letter to Broadland District Council stating that Spixworth Parish Council is not satisfied with the proposed specification of works which they feel will not leave the surface fit for purpose. The Council requires details of the proposed grass seed and the programme of works.

11. NORWICH INTERNATIONAL AIRPORT
Councillor J. Sadler has circulated the minutes of the meetings was held on 1 February 2016.

Councillor Holdroyd asked what happened to the passenger tax revenue collected. Councillor Sadler said that a snow plough had been purchased but he was still trying to ascertain how the remaining revenue had been spent. He also reported on a recent major incident that involved the airport but had not taken place on airport property.

12. AOB
There was no other business to discuss
Mr & Mrs Cullington left the meeting.

The meeting was closed at 9.30pm for a Confidential Session to report on Staff Matters.

The meeting reopened at 9.55pm

8.3 To receive a report from Councillor Baggaley regarding Clerk’s Appraisal
The Clerk will be asked for evidence of her CILCA portfolio completed to date before the next meeting. The decision on her salary will be deferred until this is received.

The Chairman will query whether the Council will lose its Local Council Award Scheme status without a CILCA qualified Clerk. It was noted that both Mrs Rose, the previous Clerk, and Mrs Barnes, the Locum Clerk, are CILCA qualified so for part of 2015/16 the Council had a qualified Clerk on the payroll.

With their being no further business the Chairman closed the meeting at 10.00pm.