

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
8.00pm on TUESDAY 7 June 2016 at SPIXWORTH VILLAGE HALL**

**PRESENT**

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

PUBLIC:                      Michael Palmer, Juliette Kidd & Mrs Tibbenham  
CLERK:                     Mrs R. Buck

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

**REPORTS FROM DISTRICT / COUNTY COUNCILLORS**

Councillor Roper sent his report via email.  
County Council:

The Conservatives retook the leadership of the Council and the new leadership team has now been in place for four weeks.

By the time of the next Parish Council meeting we should either be further forwards with devolution or the process will have ended. In the last week of June all of the Councils in the three counties will meet to either endorse “the deal” going out to public consultation or to reject it. In terms of the content of the “deal” a proposal has been put forward for effectively two deals – one for Norfolk & Suffolk and a different deal for Cambridgeshire & Peterborough.

Last Monday the Policy & Resources Committee considered proposals for Norfolk to accept 50 refugees from Syria. The expectation would be that these would be housed exclusively in the urban areas of the County. This has been a protracted process largely because of issues about the level of financial help to be provided by central government. A final decision on this has been deferred to full Council in July. It has been in the news that the NHS are threatening to withdraw £7m of funding from the County Council for adult social care. The level of funding the NHS provides will now have to be taken through a mediation process with the government. However, enough money was put into a reserve to meet any NHS shortfall.

Broadland:

As the last Council meeting was the annual meeting it was mainly concerned with appointments for the coming year.

Today there was a cabinet meeting where an interesting item was a set of proposals on reviewing what is known as street scene services. The proposals include looking to move all sweeping of roads & footways to a four monthly cycle whereas previously a small number had been done either monthly or bimonthly. The approach to new dog bins is also proposed to change with no new sites for bins but instead cleansing to be put in place in areas where it is reported that there is a problem with dog

fouling. The general approach is that problems with dog fouling are not a result of insufficient bins but are due to dog owners not using the existing ones.

## **POLICE MATTERS**

### **Crime Statistics**

The figures for May were noted; 24 calls had been taken by the Control Room from/regarding the parish, and 5 crimes had been logged.

### **Safer Neighbourhood Team Report**

PCSO Moore reported via email I conducted a planned community surgery at The Co-op Store, Crostwick lane on Wednesday 11<sup>th</sup> May from 6pm-7pm where I discussed community issues with staff and patrons of the store.

My next planned surgery is at The Co-op store on Saturday 18<sup>th</sup> June from 3pm-4pm and I would like to invite residents of Spixworth to come along and discuss any community issues they may have.

I continue to engage with both village schools and have some 'stranger danger' sessions planned in Woodland View School in June and also hope to attend the open evening at the infant School as well as monitoring the parking at opening and closing times when possible.

As always please be advised to check security of sheds, garages, outbuildings, heating fuel and never leave cycles or garden equipment insecure whilst unattended and report anything suspicious seen.

## **AGENDA**

**1. APOLOGIES** were accepted from Councillor R. Leighton, Councillor S. Vincent advised that he may be late.

### **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. The acting Vice-President of Norfolk ALC.

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.

Councillor S. Rudling as Village Hall manager

**3. THE MINUTES** of the previous meeting held on 3 May 2016 which had been circulated, were agreed, and signed by the Chairman as a true record. With the following amendment

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Chairman 5 July 2016

### 2.3 Councillor K Vincent as representative of Highways Committee

## 4. MATTERS ARISING

The Clerk gave a report on actions taken since last meeting.

Further clarification is to be sought regarding S137 monies and Spixworth ability to use it.

## 5. FINANCE

**5.1 Cheques and Payments** detailed on the attached schedule and totalling £7657.06 were authorised for payment

**5.2** Councillors Baggaley and Barrell confirmed bank reconciliation for up to 06 June 2016.

**5.3 Quarterly Budget Control** was provided to all Councillors. There were no comments.

**5.4** The asset register for 2016/17 was approved.

**5.5** The Insurance schedule was noted.

**5.6.** Financial Regulation amendments were approved by Council

**5.7** The TT Jones street light repair was deferred to the following ordinary meeting.

**5.8** The TT Jones Clean and Defect list was deferred to the following ordinary meeting.

*Councillor S. Vincent joined the meeting at 8.36pm*

**5.9** The NALC salary scale was noted.

**5.10** There were no other finance matters to discuss

## 6. FINANCE & GENERAL PURPOSES COMMITTEE

**6.1** The minutes of the previous meeting held on 1 June 2016 which had been circulated, were agreed, and signed by the Chairman as a true record.

**6.2** The following recommendations were approved by Council.

- the lease of the photocopier be moved to budget heading general subscriptions.
- £3000 be earmarked for Street lighting
- £7000 to be earmarked for Projects in the village.
- quotations are sought to carry out remedial works to Greg's Meadow pathways

- The Parish Council instruct the contractor to carry out weed killing to side out the pathways.

## **7. INTERNAL AND EXTERNAL AUDIT**

**7.1** The Clerk provided all Councillors with a copy of the internal audit report. It was identified by the internal auditor that we do not have a current risk register. The Clerk is to complete a risk register by July's meeting.

Off-site storage is to be reviewed by the Clerk; Councillor K. Vincent volunteered to store an external hard drive. Clerk to research 'Cloud' options.

**7.2** The governance statement on the annual return was approved and signed by the Chairman

**7.3** The annual figures for the annual return were approved and signed by the Chairman and the Responsible Financial Officer.

## **8. PLANNING MATTERS**

### **8.1 Planning Committee**

**8.1.1** The minutes of the Committee meeting held on 3 May 2016 were RATIFIED.

**8.1.2** 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 2 applications. The final application was not supported with concern over the loss of a tree and being outside of the settlement line.

**8.2** No permissions or enforcements have been received.

**8.3** The S106 agreement for Land adjacent to St Mary's Care home was agree with the following wording relating to the pathway.

To have a variation at the South end of the pathway up to 1 metre from its original location.

To realign as best possible with the original drawings of the path; the only amendment to be around the Children's playground if needing to adhere to legal space requirements and to ensure the path does not encroach onto the playground. For the location of the open gate onto Crostwick Lane be reasonably agreed by the Parish Council, land developer and Broadland District Council.  
For the Land developer to bear all costings involved with any amendments.

**8.4** There were no other planning matters.

## **9. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED**

**9.1** 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.

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Chairman 5 July 2016

Councillor K. Vincent informed the Parish Council that she will be attending the Beeston Park meeting.

**9.2** There were consultations/ invitations received.

## **10. HIGHWAYS MATTERS**

**10.1** The minutes of the Committee meeting held on 23 May 2016 were RATIFIED.

**10.2** Sites 1,2,3,4,5,7,8 for the SAM2 were approved, Site 6 Crostwick Lane was not approved on the grounds that volume of traffic was the problem and not speeding. The Clerk reported that no costings for a pole for Site 8 had been received although it is anticipated it would be approx. £100. The Parish Council approved 1 pole subject to cost once known.

**10.3** The Clerk reported that the Highway Ranger is due to visit the 3<sup>rd</sup> week in June.

Councillor Sadler noted the milestone on Quaker Lane would be affected by the NDR and proposed that Spixworth Parish Council acquired it as a village asset. Clerk to find out more information.

## **11. AMENITIES**

**11.1** It was noted that Julian Road to Ivy road pathway was overgrown. Clerk to report to Highway Rangers.

## **12. NOTICEBOARDS**

**12.1** A silver aluminium notice board was approved for the central bus stop on Arthurton Road, Clerk to discuss the implementation of the notice board with Highways.

## **13. MEETING TIMES**

**13.1** It was agreed Ordinary meetings will commence at 7.30pm in room 89 with planning meetings starting at 7pm.

## **14. AOB**

**14.1** There was no other business to discuss

## **15. CO-OPTION**

**15.1** Press and Public were excluded from the meeting

*Juliette Kidd, Michael Palmer and Mrs Tibbenham left the meeting at 9.45pm*

**15.2** The Parish Council considered the 2 applicants for the 1 vacancy. After a secret ballot 1 applicant was selected and invited to join the Council.

## **16. FUTURE AGENDA ITEMS**

There were no other future agenda items identified.

*With there being no further business the Chairman closed the meeting at 9.55pm.*

