

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm on TUESDAY 29 NOVEMBER 2016 at SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Mr M Baggaley (Chairman)
Mrs S. Holland (Vice-Chairman)
Mr J. Sadler Mr V. Barrell Ms R. Leighton
Mrs D. Holdroyd Mr J. Tibbenham Mr S. Vincent
Mrs S. Rudling Mr M. Palmer
District Councillor B. Kular
District & County Councillor D. Roper

PUBLIC: 1 Parishoner

CLERK: Mrs R. Buck

THE CHAIRMAN welcomed everyone to the meeting.

REPORTS FROM DISTRICT / COUNTY COUNCILLORS

Norfolk County Council

Budget consultations have commenced, council tax is likely to increase by 3.8% which will see a deficit of 3.8 million within the budget. Consultations are continuing.

Broadland District Council

Devolution was supported by Broadland District Council however due to South Norfolk and King's Lynn decisions devolution did not progress further.

There is no plan to revisit devolution at this point.

Councillor Roper reported that he had made enquiries on behalf on Councillor Sadler as to when the 25th property was built on the Hopkins Homes development, the date was early February 2015.

AGENDA

1. APOLOGIES were accepted from Mrs J. Kidd and Mrs K. Vincent.

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 S. Rudling as Village Hall manager.

3. THE MINUTES of the previous meeting held on 4th October 2016 which had been circulated, were agreed, and signed by the Chairman as a true record with the following omissions.

“The meeting was reopened at 8.49pm”

The minutes of the extraordinary meeting held 1 November 2016 were agreed as a true record.

Councillor Sadler expressed his thanks at being nominated as Vice-President, he reported back to the Council that he was successful in his nomination.

4. MATTERS ARISING

4.1 The Clerks report was noted.

5. FINANCE

5.1 **Balances** were noted.

Cheques and Payments detailed on the attached schedule and totalling £5,406.28 were authorised for payment.

5.2 Bank reconciliation was noted.

5.3 The budget control report was noted.

5.4 The external audit report was noted.

5.5 It was approved for funds to be transferred to Broadland District Council investment scheme. The signatories are to be Councillors Sadler, Baggaley, Holdroyd, Holland and Barrell.

5.6 The TT Jones quotation for the repair of Col. 627 was approved by Council.

5.7 The Council discussed the financial position of the Social Club, it was approved that a reduced payment of £50 for 3 months is acceptable however normal payments are to resume in March with a proportion of the deficit. Clerk to write a letter to the Social Club.

5.8 The bad debt policy was approved by Council. It was approved that all invoices have a 30 day deadline with a 5% interest being applied after this date.

5.9 The Council asked the Clerk to write to the Church to receive feedback on the grant that is provided.

5.10 It was suggested the cut-off date for invoices received be reviewed to allow more time for the signing requirements as per Financial Regulations. Clerk to review.

5.11 The Clerk reported the following

- The increase in printing charges
- The renewal cost for SLCC as per Clerks contract.

6. TRAINING

6.1 The training policy was adopted, to be reviewed November 2017.

6.2 The Clerk's completion of CiLCA was noted.

6.3 Chairman training for Councillor Holland was approved.

6.4 Councillors received the training timetable from NALC and NPTP.

7. AMENITIES MATTERS

7.1 The minutes of the Committee meeting held on 9 November 2016 were approved.

The Chairman closed the meeting to receive a report from Councillor Bali Kular.

Councillor Kular reported that there has been some upset regarding the closing of post offices in neighbouring parishes. There is a mobile post office circulating. This doesn't directly effect Spixworth so was for information purposes.

The chairman reopened the meeting.

7.2 The recommendations from the Committee meeting were approved. Clerk to write to the successful contractors for Greg's Meadow pathways and fencing.

The amendments to the grass cutting contract were approved, the Clerk is to invite a minimum of 3 contractors to tender.

7.3 The Council reviewed the correspondence from the current contractor regarding the Parish Council dissatisfaction with the service provided. The contractor has offered to credit the Council with £1,618.37. The Council agreed to accept the offer. Clerk to write to the contractor.

7.4 Councillor Barrell reported that the fences around the Hopkins Homes open space had been completed.

8. FINANCE & GENERAL PURPOSES COMMITTEE

8.1 The minutes from the meeting held 9 November were approved.

8.2 The recommendations were approved by full Council.

9. BUDGET & PRECEPT

9.1 The draft budget was approved by Council subject to the precept being approved. Finance & General Purposes Committee to review precept levels and the final budget in preparation for January's ordinary meeting.

9.2 No further projects were suggested for consideration. It was noted that neighbourhood plans was omitted from the list as the Council had in previous meetings decided they would like to explore Spixworth having a neighbourhood plan.

9.2.1 The Council supported the principle of supporting the Village Hall financially in undertaking a viability study however before a sum can be approved they would like receive quotations for cost. The Clerk is to report back to the trustees of the Village Hall.

9.2.2 There were no other projects for consideration

10. PLANNING MATTERS

10.1 Planning Committee

10.1.1 The minutes of the Committee meeting held on 1 November 2016 were approved.

10.1.2 Councillor Holdroyd gave a verbal report of the planning meeting held immediately prior to the ordinary meeting. The Council supported the recommendations from the Committee.

10.2 Permissions & Enforcement Matters

There were no permissions or enforcement matters to report from the district authority.

10.2.1 Councillor Tibbenham reported an enforcement matter within the village, the Clerk to report it to the district authority.

10.3 Councillor Vincent reported that the recent call for sites from the district authority resulted in a piece of land in Crostwick being offered by the land owner, as historically Crostwick developments have been included within Spixworth potentially this could impact at some point on Spixworth. Clerk to keep abreast of any developments.

11. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED

11.1 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.

11.1.1 The parishioner's concern regarding the tables on Crostwick Lane not being visible was noted, the Clerk is to write to Highways for repainting.

11.1.2 The parishioners request for enclosing the gym equipment on Greg's Meadow was not supported.

11.1.3 The parishioner's complaint regarding the noticeboard on Arthurton road was noted.

11.1.4 The parishioners request for a payment for housing a street light on his property was not supported.

11.2 There were no consultations or invitations received.

12. HIGHWAYS MATTERS

12.1 The Parish Council decided that they did not want to 'adopt' the phone box on Park Road.

12.2.1 Councillor Tibbenham re-reported the light being obscured by foliage on Buxton Road between Arthurton Rd and Quaker Lane. As this light is being removed during the NDR build the Parish Council has assumed no further work will be done to this light. The Clerk will investigate to clarify the situation.

12.2.2 Councillor Tibbenham has received complaints from Parishioner's regarding the 9.20 First Bus which in half of the village bus passes are allowed, the second half of the village bus passes are not due first bus rules regarding usage of bus passes. Some drivers use their discretion to allow Spixworth residents to use their bus passes, some don't. Clerk to write to First Bus to clarify the position on the use of bus passes within the village.

12.3 Councillor Vincent reported that following the recent repair by Anglian Water to the top of Crostwick Lane there is a large volume of sand left by Anglian Water. Clerk to request Anglian Water return to clear up the sand.

13. ORGANISATION CHANGES

13.1 The Council approved a Personnel Committee to include Councillors Leighton, Holland and Sadler.

13.2 The Council approved the office to be closed on Mondays from January 1st with longer opening hours the remainder of the week.

13.3 The meeting schedule was approved for 2017; this is to be placed on the website to encourage public participation. It was approved there would be no meeting in August.

14. NEIGHBOURHOOD PLAN

The Council decided to invite Richard Squires to a meeting on Wednesday 11th January to discuss neighbourhood plans.

15. AOB

There was no other business to discuss.

With their being no further business the Chairman closed the meeting at 10.35pm