

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
7.30pm on TUESDAY 7 MARCH 2017 at SPIXWORTH VILLAGE HALL**

**PRESENT**

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

District & County Councillor D. Roper

POLICE:                      PCSO Jan Moore  
CLERK:                        Mrs R. Buck

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

**POLICE MATTERS**

**Crime Statistics**

The figures for July were noted; 25 calls had been taken by the Control Room from/regarding the parish, and 9 crimes had been logged. Perpetrators had been caught and dealt with accordingly.

**Safer Neighbourhood Team Report**

PCSO Moore conducted a surgery on 30 February 2017 at the CO-OP store, community issues and advice was given. She received 3 comments in her community feedback box, 2 were related to dog fouling, 1 was related to parking matters. PCSO Moore continues to work with the schools, completing cycling proficiency sessions and road safety awareness.

PCSO Moore has successfully managed to get the community speed watch team together, they comprise of 7 volunteers, training is now being arranged, once completed PCSO Moore will liaise with the Clerk for suitable locations in line with the SAM2. Clerk to send PCSO Moore the locations agreed for the SAM2.

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

Next SNAP meeting is on 26 April 2017 at The Diamond Centre.

Next surgery is on 15<sup>th</sup> March 2017 where PCSO Moore will be distributing Top-Dog packs.

## REPORTS FROM DISTRICT / COUNTY COUNCILLORS

### County

The budget was passed following a debate. There is still some work in Children's Services to be done.

### Broadland

The budget was passed unanimously. Awareness was raised to planning matters that affect a parishioner in Spixworth and also planning applications made in Beeston St Andrew.

Feedback forms had been distributed to homes in Spixworth, common complaints were dog fouling in the village, especially in the alley ways, 95% were satisfied with Spixworth having a low crime and anti- social behaviour rate, other positive feedback surrounded bin collections and health service, concerns were raised regarding the North Walsham Road/ Crostwick Lane junction.

## AGENDA

1. **APOLOGIES** were accepted from Ms R. Leighton, Mrs J. Kidd, Mrs D. Holdroyd

### 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.

Councillor S. Rudling as Village Hall manager

Councillors K. Vincent and S. Vincent declared an interest in item 6.2

3. **THE MINUTES** of the previous meeting held on 7 February 2017, which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments.

Under reports from District and County Councillors, *remove 'District' and replace with 'County'*. Add in at the end of the paragraph, *'Councillor Tibbenham asked how traffic management on Crostwick Lane was going to be managed in line with ongoing work to the NDR'*

Item 9.2.2 *add in the addresses of the planning applications.*

Item 3, *remove 'Mary' and replace with 'Andrew'*

Item 5.4 *change the sentence from 'the insurance premium of £9.56pa was approved.' To 'the extra insurance premium for the fencing installed on Greg's Meadow was approved.*

Item 10.1 *remove Mrs J Kidd and Mr J Tibbenham from attending.*

Item 10.3 *add in 'dog' before the word bin*

Item 10.4 *add in the word 'litter' after additional and include 'and to add the bins to the schedule of litter bin collection' after £150.*

Item 12.1 *remove 'abstain from voting' and replace with 'not respond to consultation.'*

#### **4. MATTERS ARISING**

**4.1** The Clerks report was noted. The Clerk was asked to re-report the gullies, drains and debris left by contractors to Highways as an urgent matter, the Clerk reported that she had asked the County Councillor to look into as well as it was negatively impacting the village.

#### **5. FINANCE**

**5.1 Balances** were noted.

**Cheques and Payments** detailed on the attached schedule and totalling £8419.93 were authorised for payment.

Councillor Holland requested that the balance invested with Broadland District Council was included on the payment schedule.

**5.2** The bank reconciliation was completed by Councillors Sadler and Baggaley. The Clerk advised the Council that as requested at the last meeting she had included a full list of payments as detailed by the accounting software.

**5.3** The Council approved the purchase of 2 mats and pegs from Matgrids at the cost of £16.50 plus VAT and £10 plus VAT for pegs.

**5.4** The Council approved Garden Guardian to install the mats for £40.00 plus VAT.

#### **6. NEIGHBOURHOOD PLANS**

**6.1** The Council approved the specification written by the previous Council.

**6.2** The Council approved to contact 5 companies on the list from Broadland District Council.

**6.3** The Council approved asking Crostwick and Beeston St Andrew to join Spixworth in developing a new plan. Spixworth Parish Council agreed to absorb the cost of the plan however would like a contribution from Crostwick and Beeston St Andrew once the plan has been finalised. The Clerk is to write to the neighbouring parishes. No letter is to be sent to the potential consultants until after responses have been received from Beeston St Andrew and Crostwick (6.2)

**6.4** Councillors Sadler, Baggaley and Holland to attend the networking event for neighbourhood plans held at Broadland District Council.

## **7. SPIXWORTH SOCIAL CLUB**

**7.1** Following a discussion the Council agreed to meet with representatives from the Social Club. If any changes are made to the agreement held, they will have to be drawn up legally. The Clerk is to write to the Social Club.

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

### **8.1 Correspondence List**

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

The Council asked the Clerk to write to the existing tree warden to enquire whether he is happy to continue as tree warden for Spixworth.

Councillor Vincent reported that she has been liaising with Old Catton Parish Council. She also attended a briefing with Highways and Broadland District Council where she advised them that there was SAM2 data available for them to utilise. The Clerk was asked to share analysis information with Highways and Broadland District Council.

**8.2** The Council support the no smoking initiative and agreed to put up the posters supplied by Broadland District Council.

## **9. PLANNING MATTERS**

**9.** Planning application 20170127: 15 Grant Road, Spixworth was objected to by the Parish Council due to the development not being in keeping with the street scene. The Council would also like to ensure that if Broadland District Council approved the development that future permitted development rights were removed.

## **10. HIGHWAYS**

**10.1 THE MINUTES** of the previous meeting held on 21 February 2017, which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments.

*Remove '14' and replace with '21' on the title.*

**10.2** The Clerk provided a handout from the SAM2 data collected from Buxton Road. Councillor K. Vincent advised that Councillor Peter Crisp from Old Catton is prepared to come to the Parish Council office next time the data is downloaded to show how Spixworth can utilise the data more efficiently.

Relating the footway lighting proposal from Broadland District Council that was discussed at February 2017 ordinary meeting, Councillor S. Vincent asked how many street lights the Parish Council were responsible for and what was the cost for maintenance and electricity. Clerk to provide the information to him.

## **11. AMENITIES MATTERS**

**11.1** The Clerk advised the Council that Zurich had informed the Clerk that as long as there was a professional annual playground inspection that the Parish Council was covered. They did advise the Council that regular inspections were recommended.

**11.1.1** It was approved by the Council that weekly inspections of the playgrounds were to be undertaken.

**11.1.2** Councillor Barrell volunteered to undertake the inspections of the playgrounds, the Clerk provided the relevant checklists and asked Councillor Barrell to report any issues immediately and return the completed checklists at the ordinary meeting.

**11.1.3** The Clerk recommended playground inspection training is undertaken; the Council did not approve playground training.

**11.2** Councillor Tibbenham enquired after the signs for Greg's Meadow; the Clerk advised that they were in the Parish Council office along with a sign for Cedar avenue, a quote is to be obtained from a handyman to get them installed.

Councillor Barrell advised the matting on the Village Hall playground was ripping, Clerk to investigate and take the appropriate action.

Councillor Tibbenham reported a litter bin outside of the shops on Crostwick Lane was missing creating additional littering; the Clerk is to make enquiries with Broadland District Council.

## **12. PERSONNEL COMMITTEE**

**12.1** The terms of reference were approved by the Council.

## **13. AOB**

The Clerk asked the Council if any groups had been approached regarding participating in the Annual Parish meeting. No groups had been approached, the Clerk was asked to place an advert in the Parish magazine.

The Clerk advised the Council of training she would like to attend, however as the training was in this financial year and the training budget exceeded, attending the training was not permitted.

*With there being no further business the Chairman closed the meeting at 9.56pm.*