

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
7.00pm on TUESDAY 4 APRIL 2017 at SPIXWORTH VILLAGE HALL**

**PRESENT**

COUNCILLORS: Mrs S. Holland (Acting - Chairman)  
 Mr J. Sadler                      Mr V. Barrell                      Ms R. Leighton  
 Mrs J. Kidd                      Mrs D. Holdroyd                      Mr M. Palmer  
 Mr J. Tibbenham                      Mr S. Vincent                      Mrs K. Vincent

District & County Councillor D. Roper

PUBLIC:                      7 Members of the Public  
 CLERK:                      Mrs R. Buck

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

A presentation was provided by Ian Taylor and Quentin Brogdale from the NDR team regarding the upcoming closure to Buxton road. Notes from the presentation are attached.

**PUBLIC SPEAKING SESSION**

1 member of the public raised the following, Greg's Meadow fencing has seen damage to some of the posts. The latches on the gates do not appear to be self-closing as originally anticipated. The Clerk will contact the fencing contractors. In the middle section of Greg's Meadow there is a broken tree which is posing a health and safety hazard. The Clerk will contract the grounds maintenance contractor.

**REPORTS FROM DISTRICT / COUNTY COUNCILLORS**

**County**

Norfolk County Council are meeting next week. There has been preliminary discussion regarding funding being moved into local authorities for Highways. The feasibility is still being looked at.

**Broadland**

There is nothing further to report.

**AGENDA**

**1. ELECTION OF NEW CHAIRMAN**

The Council resolved to postpone this item until Mays meeting. The Council resolved for Councillor Holland to continue as acting chair until the new Chairman is elected in May.

**2. APOLOGIES** were accepted from Mrs . Rudling

.....  
 Chairman 02.05.2017

### 3. 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.

### 4. MINUTES

**4.1** Minutes of the previous meeting held on 7 March 2017, which had been circulated, were agreed, and signed by the Chairman as a true record.

**4.2** Minutes of the previous extraordinary meeting held on the 20 March 2017 which had been circulated, were agreed, and signed by the Chairman as a true record.

### 5. MATTERS ARISING

**5.1** The Clerks report was noted.

### 6. FINANCE

**6.1 Balances** were noted.

**Cheques and Payments** detailed on the attached schedule were authorised for payment. It was noted that the Clerks salary and contributions to the Norfolk Pension Fund could not be calculated due to financial year end. The Council approved delegated authority to 2 Councillors to approve the payments.

**6.2** Bank reconciliation was confirmed by Councillor's Holland and Holdroyd.

**6.3** Preliminary year-end figures were noted. There were no questions.

**6.4** Garden Guardian's quote for replacing the mats on the Village Hall playground were noted.

**6.5** The quotes for TT Jones to strengthen and re-concrete 3 columns were approved.

**6.6** There were no other financial matters to discuss.

**6.6.1** Employer's pension contributions scales were noted for the next 3 years. The Council requested the whole letter be circulated.

### 7. FINANCE AND GENERAL PURPOSES

**7.1** The minutes of the Committee meeting held on 21 March 2017 were approved.

**7.2** The recommendations made by the Finance & General Purposes Committee to amend the Financial Regulations were approved. The following points were also approved.

6.11 Remove the word emergency and replace with 'in an event of a need to do so'.

9.4 Add ' Only the Council has the authority to write off bad debt'

Appendix 1: Remove Michael Baggaley and replace with Michael Palmer

Councillor Palmer was approved by Council to be a bank signatory.

**7.3** The recommendations made by the Finance & General Purposes Committee outside of the financial regulations were approved.

*With the agreement of the Council Item 8 was moved to the end of the agenda.*

## **9. PLANNING MATTERS**

**9.1** There were no planning applications received.

**9.2 Permissions and Enforcements** there are 2 open cases and 2 closed cases in Spixworth.

**9.3** The new developers of the Land adjacent to St Mary's Care Home were noted.

## **10. HIGHWAYS MATTERS**

**10.1** The recent fly tipping and anti-social behaviour was discussed by the Council The Clerk was asked to make enquiries with the district authority and highways for signs relating to fly tipping and access.

**10.2** After a lengthy discussion Councillor Barrell volunteered the use of his personal laptop and the Parish Council approved the purchase of a USB stick to download the data from the SAM2. Councillor Barrell advised the Council that he alone would be able to use the laptop.

**10.3** Councillor Tibbenham reported the condition of Russell Avenue pathways. The Clerk advised this had been previously reported and the matter will be chased. Councillor S. Vincent reported the 2 way sign on the table at the top of Crostwick Lane, west end, needed replacing/ cleaning. Councillor Tibbenham reported the VAS sign on Buxton Road needed cleaning, Councillor Barrell advised the Council a cleaning programme had been introduced and was being carried out by Westcotec. The Clerk will contact Westcotec to enquire when the VAS sign will be cleaned. Councillor Barrell advised the pathways in Buxton road by the Garages were in poor condition. The Clerk will report this to Highways.

## **11. AMENITIES MATTERS**

**11.1** The Council noted the purchase of the mats; the Clerk advised that she will be contacting Garden Guardian.

**11.2** Councillor Tibbenham asked if there was a bike the Village Keeper could use following his bike being stolen. Councillor Holland advised that she may have a bike he could use; alternatively an advert is to be placed in the next newsletter. Councillor Kidd asked if there were age limits on the outdoor gym equipment after witnessing young children using the equipment. Councillor Holland confirmed each piece of equipment had signs on them advising of health and safety, instructions and minimum age requirements. The Clerk will place a reminder in the newsletter. Councillor Tibbenham asked when Greg's Meadow was to be cut. The Clerk advised she was waiting on a schedule from the contractor.

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

### **12.1 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.

## **13. ORGANISATION DECISIONS**

**13.1** Councillor Holland advised the Parish Council that the Council are eligible for the Foundation award only until the next election takes place. However it is best practice to work towards a quality Council and the Councillors were asked to read the literature and provide feedback.

**13.2** Councillor Holland asked Councillors to consider items for an action plan for 2017/18 – to be an agenda item for May's meeting.

**13.3** To date the Clerk had not received interest from any groups for the Annual Parish Meeting. The Council approved the Clerk to email groups within the village. Councillors are to provide the Clerk with details of groups. It was approved for the Clerk to create a Facebook event and to request the recent presentation from the recent NDR presentation.

## **14. AOB**

Councillors Kidd and Palmer gave their apologies for the upcoming Amenities meeting therefore the Council decided to postpone until April 25<sup>th</sup> at 7pm.

## **8. PERSONNEL MATTERS**

**8.1** Councillor Palmer was co-opted to the personnel committee. The Council requested the terms of reference are circulated.

*Councillor Kidd left the meeting at 9pm*

**8.2** The clerk requested the salary be resized from SCP 28-34 to SCP 32-38. The clerk provided copies of: the national association of local council's job evaluation sheet; a list of some duties of the role; and the national agreement on salaries and conditions of service as agreed by Norfolk association of local councils and society of local council clerks. The clerk also gave a written report that included information on comparable roles as required by employment legislation and budget requirements.

There were concerns that some of the supporting information was no longer current, the Clerk advised that the National Agreement on Salaries and Conditions of service as agreed by Norfolk Association of Local Councils and Society of Local Council Clerks was available on the website as a current document and the evaluation sheet was widely used by Local Councils.

The Council viewed the documentation at the extraordinary meeting held on 20 March 2017 and at that time made the decision to decline the resizing. The Council expressed concern that by revisiting the decision they would be contravening Standing Order 7a, the Clerk advised that Standing Order 10 a (xv) allows the Council to suspend a Standing Order and thus allowing the resolution made at the extraordinary meeting to be revisited. The Council felt there was a need for more time and research to be able to make an informative decision and there was no good reason to overturn the original decision without a more thorough inspection.

It was proposed and seconded that the Clerks proposal to resize the salary was declined and for the Personnel Committee to review the information in 6 months.

**8.3** The Clerks annual increment to SCP 31 was approved.

Following a trial period of closing the office on a Monday the Parish Council reviewed the office opening hours and approved to revert to the original 9.30-12pm Monday to Friday.

*With their being no further business the Chairman closed the meeting at 9.20pm.*