

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

PRESENT

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

District & County Councillor D. Roper
District Councillor B. Kular (late arrival)

POLICE: PCSO Jan Moore
CLERK: Mrs R. Buck
PUBLIC: 1 member of the public

THE CHAIRMAN welcomed everyone to the meeting.

AGENDA

1. **APOLOGIES** were accepted from Mrs K. Vincent due to working commitments.

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 02 May 2017, which had been circulated, were agreed, and signed by the Chairman as a true record with the following amendments.

Item 7.4, add in '*as the contract had expired*' after the word renewal.

It was agreed that any recommendations made at a Committee meeting were to be detailed on the agenda and minutes.

It was noted that for the purposes of equality, standing orders should be 'he/she' as opposed to 'he'. The Clerk will ensure they are updated and circulated to all members.

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Chairman 04 July 2017

Standing orders were suspended at 7.37pm to receive reports from PCSO Jan Moore and District Councillor Dan Roper.

POLICE MATTERS

Crime Statistics

The figures for July were noted; 4 crimes had been logged.

Safer Neighbourhood Team Report

PCSO Moore conducted a surgery on 16 May 2017 at the CO-OP store, community issues and advice was given.

Extra attention was given to hot spot areas for dog fouling in the village and fly tipping down Quaker Lane. PCSO Moore continues to patrol outside the school to monitor parking.

PCSO Moore has received a number of complaints through patrolling regarding knock and runs in the village. She will be asking the schools to place an item in their newsletter and the Parish Council to do the same to create awareness of the anti-social behaviour. She would like parents to call 101 and report incidents of anti-social behaviour.

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

Next surgery is on 24 June 2017 11-12pm.

Councillor Tibbenham asked for additional focus to be placed on heavy weight vehicles using Crostwick Lane. PCSO Moore made the Parish Council aware that licence plates need to be captured.

REPORTS FROM DISTRICT / COUNTY COUNCILLORS

The annual meeting of the County Council has taken place and the Council is now in Conservative control as a result of the recent elections. 4 pathways in Spixworth are due for resurfacing in this financial year, Councillor Roper has asked for one other pathway to be added to the programme. 2 pathways are due for resurfacing next year.

Councillor Tibbenham asked for weed killing to be carried out on Russell Avenue, Councillor Roper confirmed he will look into this.

It was noted that the repair work carried out on Crostwick Lane at the junction of Godfrey Road and the repair work on Park Road at the Giles Road are breaking up. Councillor Barrell asked if bollards could be installed on Crostwick Lane junction of North Walsham road to prevent cars cutting the corner and cutting up the verge.

Councillor Sadler brought it to the Parish Council's and Councillor Roper's attention of the diversion route that is intended to be in place for the upcoming night closure to the North Walsham Road.

The meeting was reconvened at 7.56pm.

The Clerk was asked to contact Highways regarding the diversions for the road closures and also the intended bus routes and to contact the bus companies to ensure they are aware of the closures.

4. MATTERS ARISING

4.1 The Clerks report was noted. The Clerk was asked to provide more detail to activities to concentrate on in the next 3 months with any deadlines where appropriate.

Councillor Kular joined the meeting at 8pm.

Standing orders were suspended at 8pm to ask Councillor Kular if he would like to make a report however there was nothing he could report at this time. The meeting was reconvened at 8.01pm.

5. FINANCE

5.1 Balances were noted.

Cheques and Payments detailed on the attached schedule and totalling £8429.48 were authorised for payment.

The Clerk asked the Parish Council if they would like the loan to the Social Club included on the payment schedule, the Parish Council agreed to have the information added.

5.2 The bank reconciliation was completed by Councillors Holdroyd and Holland.

5.3 The Parish Council reviewed the Governance statement.

5.3.1 The Chairman and the Clerk signed the Governance Statement in the presence of the Parish Council.

5.4. The Parish Council reviewed the end of year figures, the Chairman and the Clerk signed the Annual Return in the presence of the Parish Council.

5.5 The internal auditors report was noted.

5.6 The new E.ON contract for street lighting was noted.

6. PLANNING

6.1 The Parish Council approved the recommendations to support application numbers 20170768 and 20170686.

6.2 The minutes of the Committee meeting held on 2 May 2017 were approved.

6.3 There are 2 open enforcement cases in Spixworth, no closed cases.

6.4 There were no other planning matters to discuss.

7. NEIGHBOURHOOD PLAN

7.1. The Clerk informed the Parish Council that out of the 5 invitations to tender, 2 consultants had declined to tender, 2 tenders had been received and 1 tender was outstanding with a deadline of Friday 9th June.

7.2 Councillor Sadler advised the Council of a discussion had with Broadland District Council regarding holding a public meeting to receive community engagement with a Neighbourhood Plan. After a lengthy discussion the Parish Council agreed to not hold an open meeting as the community had been informed through newsletters, social media and Parish Council meetings regarding the intention of entering into a Neighbourhood Plan and that the consultant, when contracted would advise the Parish Council on how to proceed.

7.3 It was proposed by Councillor Rudling and seconded by Councillor Leighton that a consultant is contracted prior to arranging a steering group. This was approved by the Parish Council.

8. FINANCE & GENERAL PURPOSES COMMITTEE

8.1 The minutes from the Committee meeting held 16 May were approved.

8.2 The recommendations of the Finance & General Purposes Committee to amend 'fuel' to 'mileage' on the accounting software and to review the street lighting replacement budget were approved.

8.3 After a lengthy discussion it was agreed to postpone the reviewing of the Grant Aid policy until the commencement of the budget process for 2018/19. The existing policy will remain in place until this point.

9. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED

9.1 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.

10. HIGHWAYS

10.1 The SAM2 data was circulated. The Parish Council agreed to put the information on the website and to send the data to Highways at Norfolk County Council. The Council extended their thanks to Councillor Barrell for his ongoing work with the SAM2.

10.2 The Parish Council reviewed the suggestions for the naming of the Buxton road bridge and approved suggestion 3 'Woodlands Bridge'.

10.3 The SAM2 risk assessment was assessed by the Parish Council and it was agreed that modifications were required. The Clerk will revisit the risk assessment. The Clerk was asked to ensure that there is adequate insurance cover for accidental damage and theft.

It was noted that trees were overhanging the VAS on Buxton Road, the Clerk was asked to contact Highways to get the trees trimmed back.

11. AMENITIES MATTERS

11.1 Additional parking on the open space behind the garages on Orchard Rd was discussed. It was proposed by Councillor Rudling and Seconded by Councillor Barrell that due to the cost of turning the land to a carpark it was not a feasible option at this time, this was agreed by the Parish Council.

11.2 The letter from the Trustee's was discussed regarding a project for the Village Hall for the older youth. The Trustee's would like to see the outcome of the public consultation for the Neighbourhood Plan before giving the Parish Council permission to modify the playing fields. To be revisited after the Neighbourhood Plan consultation.

12. POLICIES AND PROCEDURES

12.1 The media policy was discussed and adopted by the Parish Council.

12.2 The pension policy was reviewed and adopted by the Parish Council.

It was decided that all policies were to be reviewed bi-annually unless legislative changes dictated otherwise, on a rolling programme of 2/3 per month. The Clerk was asked to circulate the matrix of policies that the Parish Council currently had in place, those that needed reviewing and those that were outstanding.

12.3 The 3 year action plan was reviewed by the Council.

13. CO-OPTION

Standing orders were suspended at 9.43 pm to allow the candidate to introduce himself.

The meeting was reopened at 9.46pm and the member of public was asked to leave as per Public Bodies (Admissions to Meetings) Act 1960

13.1 The Parish Council approved the co-option of the candidate. The Clerk will inform the candidate and arrange for the Declaration of Acceptance of Office to be signed.

The Clerk asked to leave the meeting at 9.55pm to allow the Council to discuss the informal appeal the Clerk had made on 27.04.17.

14. PERSONNEL COMMITTEE

14.1 The minutes of the Committee meeting held 4th May 2017 were approved by the Parish Council.

14.2 The Parish Council agreed the recommendation made by the personnel committee. The Clerk will be written to in due course.

14.3 The Parish Council agreed to arrange for a locum during the Clerks annual leave in July.

15. MATTERS FOR CONSIDERATION

Spixworth Village Hall Management Committee meeting on 13..06.17

It was noted that email hosting had increased to £8.99 per month.

With there being no further business the Chairman closed the meeting at 10.15pm.