

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm on TUESDAY 5th SEPTEMBER 2017 at SPIXWORTH VILLAGE HALL**

PRESENT

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

CLERK: Mrs A. Barnes – Locum Clerk

Mr D. Roper – County Councillor/District Councillor
PCSO J. Moore
5 Parishioners

Reports and Parishioner's Question Time

1. PCSO Moore reported on the parking and speeding issues she had followed up and gave the crime figure for August. Mr Sadler raised a concern about mobility scooters not being able to get through if cars were parked on pavements.

PCSO Moore left the meeting.

2. Mrs Spinks asked that the trees be trimmed back from the streetlight at 114 Crostwick Lane.

3. Mrs Spinks reported the broken springs on the seesaw at Crostwick Lane. This has been actioned for repair.

4. Mr Low reported the poor resurfacing done recently to the footpaths in Spixworth. Mr Roper is following this up with Norfolk County Council.

Mr Vincent arrived at the meeting.

5. Mrs Lee expressed her objections to the planning application from the Co-operative Store to extend their opening hours.

6. Mr Tibbenham was concerned at the bad management of traffic lights that had been on the North Walsham Rd. He is also concerned that NDR construction traffic is using the village.

7. County Councillor's Report – Mr Roper was also concerned about the resurfacing of footpaths and the speeding in Park Rd. He has asked BT to remove the phone box from Park Road.

AGENDA

1. APOLOGIES were received from Councillor Lumb due to holidays.

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

Councillor K. Vincent: as a District Council ward member for Old Catton and Sprowston West.

3. TO DISCUSS THE CO-OPTION OF A PARISH COUNCILLOR

Two candidates had expressed an interest but neither was able to be at the meeting. Defer to October.

4. THE MINUTES of the previous meeting held on 4th July 2017, which had been circulated, were agreed, and signed by the Chairman as a true record.

5. MATTERS ARISING

There were no matters arising.

6. FINANCE

6.1 Balances were noted.

The following cheques and payments were authorised for payment in accordance with the budget:

<u>August payments</u>	£
Norse Eastern	Village Hall Maint. 31.16
Eastern Business Systems	Photocopier 114.49
RBS Rialtas	Annual subscription 139.20
1&1 Website Hosting	Website 9.59
E.ON Electrical Company	Street Lighting 881.41
E.ON Electrical Company	Office Electric 26.43
TT Jones Electrical	Street Lighting 1,621.86
Scooper Dooper	Bin emptying 400.82
Garden Guardian	Grounds Maint. 1,404.00
ROSPA	Play-Area Inspections 184.80
Siemens	Photocopier Lease 129.34
V. Barrell	Mileage 20.70
Mrs R. Buck	Mileage 26.32
Staff	Salaries/Pension 900.54
S. Holland	Mileage 73.80
The Colman Group	Stationery 58.51
E.ON Electrical Company	Office Electric 23.49
BT	Phone 150.43
1&1 Website Hosting	Website 9.59

July Payments

Parish Online	Get Mapping Subscription	67.20
Norfolk ALC	Chairmanship training	120.00
Mazars	External Audit Fee	480.00
NPLAW	Subscription	400.00
Garden Guardian	Grass Cutting	978.00
Staff	Salaries/Tax/NI	2,034.92
Garden Guardian	Grass Cutting	960.00

Receipts

Spixworth Village Hall	Norse contract	25.96
Spixworth Amateur Dramatics	Container Rent	75.00

6.2 The bank reconciliation was completed by Councillors Holland and K. Vincent.

6.3 Minutes of Finance & General Purposes Committee dated 17 July 2017 were noted.

6.3.1 Expenses Policy was agreed by the Council.

6.3.2 Lone Working Policy was agreed by the Council.

6.3.3 Photocopier Lease is up for renewal. Notice had been given to Eastern Business Systems to terminate the Lease. Council had received three quotations for a 5-Year Lease and the Contract was awarded to Mayday Office Equipment Services Ltd.

6.4 The External Audit report was received and there are no matters to bring to the attention of the Council. This concludes the audit and the Notice of Conclusion of Audit has been posted on the Council's noticeboards.

6.5 The new Contract with NPLAW was agreed by the Council.

Mr D. Roper left the meeting.

7. PLANNING**7.1 Planning Applications**

20171221 **Land Adj. St. Mary's Care Home, North Walsham Rd,**
5 No. Supported Retirement Bungalows

No Comment

20171272 **1 Ivy Road**
Front porch and single storey extension

No Comment

20171335 **Land Adj. St. Mary's Care Home, North Walsham Rd,**
Variation of condition 2 of Planning Permission 20150991 –
amend approved plans by revising the car park layout.

No Comment

20171424 **51 Ivy Road**
Sub-Division of Plot & erection of Detached Dwelling (Outline)

Object – Overdevelopment of the site and cramped layout

20171425 **East of England Co-operative Society, 113 Crostwick Lane**

Application for Variation of Condition 4 of Previous permission
20020382 – Hours of Opening

Object – Need has not been established and Sunday opening hours detrimental to the neighbourhood. Concerns expressed that the applicant is not abiding by current planning restrictions.

Norwich Airport Masterplan – Consultation on Draft Norwich Airport Masterplan to 15 September 17

Concerns that the proposed new runway will result in planes flying lower over residential properties. Beeston Park Development has outline permission but has not yet started. Concerns over possible bird-strike. Taxiway extension runs over Old Catton Cemetery. Spare capacity at the airport now and need not established for 1.30am extended operating hours.

S.Vincent reported that the new Draft Local Plan will go out to consultation from October 2017 to January 2018. Broadland, South Norfolk and Norwich City Council have been allocated 8,900 new dwellings during the plan period.

8. CORRESPONDENCE AND REPORT OF MEETING(S) ATTENDED

8.1 Correspondence List

1. Newsletters from Norfolk ALC
2. email from Dilham Parish Council regarding helicopter noise
3. Broadland District Council – Entrepreneurship Workshops October – December

9. HIGHWAYS AND AMENITIES

9.1 The Minutes of the meeting held on 11 July 2017 were noted.

9.2 The SAM2 data was circulated. SAM2 Procedure Policy agreed.

9.3 The Milestone will be re-positioned.

9.4 Streetlight No. 612 has been re-positioned due to the NDR. Email NDR to request the column is renewed before the road is tarmacked.

9.5 Corner of Crostwick Lane and North Walsham Rd footpath removed by BT.

9.6 Corner of Christine Rd damage to road surface by contractors.

9.7 Street lights in Park Rd and Ivy Rd being hit by contractors.

9.8 The Council had not yet made contact with Tree Warden, Mr G Burrows, but will keep trying.

9.9 Owners of slabs on Greg's Meadow have until 11 September 2017 to remove them. After that date they will be removed by the Council.

9.10 Quotes for a pic-nic bench in Gregs Meadow obtained. Defer to March 18.

9.11 Village Sign – No response from repairer. Council will email her again.

9.12 Dog-bin removed from Arthurton Rd. Broadland District Council will allocate a new position for it.

9.13 Street lighting report stated that the trees in Buxton Rd require trimming back. Ask T T Jones for cost and ask the owners of the land to reimburse the Council.

9.14 Gregs Meadow double gates require repair.

9.15 Shrubs overhanging the footpath in Jenny Road and Cedar Avenue.

9.16 Ground Ivy has been noticed on Hopkins Homes land. Ask the owner to weedkill.

9.17 Council to place padlock on Gregs Meadow gate and give Garden Guardian the key.

9.18 Parish Partnership Scheme – No schemes were put forward.

9.19 Disability access to footpaths – J. Sadler agreed to liaise with Norfolk County Council on all issues that arise in the village relating to the facilities we have to ensure that people with disabilities can access and use all the services they need.

10. PERSONNEL

10.1 The Clerk left the Council's employ on 11th August. They have recruited Mrs A Barnes as locum Clerk following Mrs Buck's resignation. The position has been advertised with a closing date of 15th September.

The Council agreed to delegate the recruitment of a new clerk to the Personnel Committee who will present their recommendations to the October meeting for ratification.

Personnel Committee to appoint 3 people to interview.

11. NEIGHBOURHOOD PLANS

11.1 The Council has appointed ABZAG as contractors to complete the Neighbourhood Plan. The Contracts were agreed by the Council and signed by the Chairman.

11.2 Terms of Reference for the Steering Group had been circulated and were agreed and signed by the Council.

The Steering Group members were agreed as S. Holland, M. Palmer, J. Sadler and S. Rudling.

11.3 ABZAG had attended the Village Fete and completed a consultation process and K. Vincent outlined the results to the Council. The next stage will be to submit the Plan Area to the District Council with the request that Spixworth Parish Council be the Designated Body to take the Plan forward. This will go out for 6 weeks consultation. A separate email address will be obtained for the Neighbourhood Plan group.

12. DATE OF NEXT MEETING

The date of the next meeting is Monday 3rd October 2017 at 7.30pm at Spixworth Village Hall.

13. ITEMS FOR NEXT AGENDA

None.

There being no further business the Chairman closed the meeting at 10.13pm.

Chairman:

Date: