

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT
7.30pm ON TUESDAY 6th FEBRUARY 2018 AT SPIXWORTH VILLAGE HALL**

PRESENT

COUNCILLORS: Ms S. Holland (Chairman)
Mr V. Barrell
Mr S. Vincent
Mr D. Self
Mr K. Harkin-Perry
Mrs D Holdroyd
Mr P Lumb

CLERK: Mrs C Lake- Parish Clerk
Mrs A. Barnes – Locum Clerk

Mr D Roper, County Councillor

Reports and Parishioner's Question Time

1. Councillor Roper provided feedback from Norfolk County Council and Broadland District Council Meetings.

-Norfolk County Council: D Roper seconded a motion to overturn a resolution passed at Norfolk County Council on 11 December 2017 relating to Councillor Allowances. Plans to cut the budget for gritting routes and bus subsidies have been stopped. There is to be a 5.99% Council Tax increase.

-Broadland District Council: There is to be a £5 increase on Council Tax Band E properties this year. Food waste expansion, following the funding Broadland District Council have received for food caddies from Norfolk County Council and are able to extend the food waste collection service by 1080 properties, therefore there will be some expansion to the scheme in Spixworth.

Public consultation for the planning application of 225 dwellings of the land east of Buxton road has now ended.

3. Council raised question regarding completion of the NDR and when the cycle path will be completed, Councillor Roper has asked the question awaiting response from Norfolk County Council.

AGENDA

1. APOLOGIES

Apologies were received from Councillors –Rachel Leighton, Shelley Rudling and Karen Vincent.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. TO DISCUSS THE CO-OPTION OF TWO PARISH COUNCILLORS

Two vacancies exist, no applications received.

3.1 To report the death of Mr J Sadler. Jack was a Councillor for Spixworth Parish Council for 39 years. The council will miss his knowledge and experience very much. Jack's funeral will take place on Wednesday 28th February. The service will be at Christchurch, Old Catton followed by burial at Rosary Cemetery.

4. THE MINUTES

The Minutes of the previous meeting held on the 2nd January 2018 were agreed by the Council 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:

Approved payments for January

NAME	DESCRIPTION	TOTAL COST £
1&1 WEBSITE HOSTING	WEBSITE	9.59 DD
EON	OFFICE ELECTRICITY	43.83 DD
EON	STREET LIGHTING	910.80 DD
ICO	DATA PROTECTION REGISTRATION	35.00 DD
FLAMESKILL	ANNUAL SERVICE FIRE EQUIPMENT	159.78 CHQ
SVHMC	ROOM HIRE CHANGE	54.00 CHQ
MONARCH	FIRE ALARM SERVICE	182.40 CHQ
QTRLY HMRC PAYE &NIC	TAX PAYMENT	720.43 BACS
CLERKS & GROUNDSMAN	JAN/FEB SALARIES	2733.08 CHQ
TT JONES ELECTRICAL	STREET LIGHT MAINT	379.91 BACS
NORFOLK PENSION FUND	PENSION CONTRIBUTION	329.83 CHQ
NORSE EASTERN LTD	SPIXWORTH VILLAGE HALL CLEANING	84.36 BACS

EON	FINAL OFFICE ELECTRIC BILL	55.96 DD
SIEMENS	LEASE RENTAL PHOTOCOPIER	136.15 BACS
SVHMC	PARISH COUNCIL GREEN WASTE BIN	46.65 CHQ
MAYDAY	PRINTER SUPPORT	114.00 CHQ
COZENS HARDY	LEGAL ADVICE	243.60 CHQ
PRS FOR MUSIC	MUSIC LICENSE V HALL	559.32 CHQ
TT JONES ELECTRICAL	DEC 2017 STREET LIGHT MAINTENANCE	379.91 CHQ

January Receipts

NAME	DESCRIPTION	AMOUNT RECEIVED £
BARCLAYS BUSINESS ACCOUNT	BANK TRANSFER TO CURRENT ACC	10,000
SPIXWORTH SOCIAL CLUB	LOAN REPAYMENT	355.30
SAPS	CONTAINER HIRE	75.00
HMRC	VAT REFUND QTR 3	2768.40
SVHMC	FIRE ALARM SERVICE	182.40
SVHMC	MUSIC LICENSE V HALL	559.32
BROADLAND DISTRICT COUNCIL	NEIGHBOURHOOD GRANT SCHEME	4,500

The bank reconciliation was approved by Councillors S. Holland and D Holdroyd

6.2 Garden Guardian provided the Council with a quote for maintenance of the new recreation open space. Councillors are to meet with Hopkins Home Site Manager to discuss the current condition of the open space before taking over ownership.

6.3 Council agreed to pay annual membership fee to SLCC

6.4 Council agreed to employ Mrs Anne Barnes on a consultancy basis, hours to be capped at 15 hours and reviewed again at a later date. This is to assist with completion of the Easement and allotment lease. An additional 15 hours was agreed to assist the new clerk with end of year accounts.

6.5 Councillor induction training was agreed for P Lumb, D Self and K Harkin-Perry.

7. PLANNING

The following Planning Applications were discussed by the Council:

20180016

29 Ivy Road, Spixworth, NR10 3PX

Porch outside front door; NE hip to gable end; single storey NE extension (garage); chalet SW side/rear extension; 2 x roof-lights within SE roof slope; and render external walls in full.

No Comments (closing date 27th January 2018)

20180139 **3 Russell Avenue, Spixworth, NR10 3NY**
Single Storey /Rear Extension

No Comments - (Plans not provided by Broadland District Council)

8. CORRESPONDENCE

8.1 Correspondence List

1. Email from Broadland District Council-Neighbourhood Plan Meeting
2. NALC Newsletters-Jan 2018
3. Letter from Norfolk County Council-Norwich Western Link
4. Letter Greater Norwich Local Plan

9. HIGHWAYS AND AMENITIES

9.1 Council reviewed SAM2 data; camera was erected on Ivy Rd post 542 traffic eastbound. Camera is moved to a different location in Spixworth every month. D Self has offered to assist V Burrell with this.

9.2 Clerk to arrange a meeting date with Hopkins Homes for a site visit to look at the Recreational Open Space on Crostwick Lane.

9.3 Question raised at last Parish Council Meeting concerning the schedule of when dog bins in Spixworth are emptied. Broadland District Council advised that the bins are emptied every Monday, but there may be a delay during public and bank holidays.

9.4 S Holland and D Self attended the recent Safer Neighbourhood Action Panel Meeting (SNAP) Clerk to invite David Ireson to next Parish Council Meeting.

10 NEIGHBOURHOOD PLANS

10.1 Steering group meeting held last week S Vincent fed back that the meeting was well attended.

The next Neighbourhood Plan Event will take place on 24th February 2018 at Spixworth Village Hall. 10:00-1:00pm.

Application for Spixworth Neighbourhood Planning Grant was successful. Broadland District Council offered a funding award of £6000. 75% of the funding has been received with payment of the remaining 25% funding which will be made to the Parish Council on receipt of the submitted Neighbourhood Plan.

11. GENERAL DATA PROTECTION REGULATION (GDPR)

11.1 New Data Protection Regulation comes into force on the 25th May 2018.

A Barnes attended a training seminar on this. The Parish Council need to appoint a Data Protection Officer (DPO). It was agreed that the Clerk will take on this role; this will need to be included in the Clerks job description and contract of employment. Clerk will need to prepare an 'Information n Audit' of all personal information held and include the reason why it's being held. It is recommended that the Council set

up a working party to programme the requirements as detailed above with a view at presenting this to the council at the next meeting.

12. TO DISCUSS SECTION 106 AGREEMENT AND ALLOTMENTS

12.1 A Variation to the Section 106 Agreement had been received. This was discussed and Council recommended amendments to the Variation. Broadland District Council will be notified by the Council's solicitor.

12.2 The Draft Lease for Allotments had been received but there were a number of clauses the Council did not approve. Council's solicitor will inform Clerks Well Developments Ltd. The draft Allotment Specification is outstanding, and Broadland District Council have been advised it is required before signing the Lease. Requirements for the Specification were agreed.

12.3 The Council agreed to appoint Watsons Surveyors to negotiate financial compensation regarding the Easement and no documents will be approved or signed until all the legal documents were in place.

13. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next meeting is Tuesday 6th March 2018 at 7.30pm at Spixworth Village Hall.

14. ITEMS FOR NEXT AGENDA

GDPR –Further discussion to review programme of requirements.
New Councillors to join committees.

There being no further business the Chairman closed the meeting at 9.08pm

Chairman:

Date:

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Chairman 6th March 2018