

**MINUTES OF THE MEETING OF SPIXWORTH PARISH COUNCIL HELD AT  
7:30 pm ON TUESDAY 1<sup>st</sup> MAY 2018 AT SPIXWORTH VILLAGE HALL ROOM 89**

**PRESENT**

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

CLERK: Mrs C Lake- Parish 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: NDR impact, traffic on North Walsham road noticeable increase in traffic flow and behaviour of traffic. D Roper has requested that traffic monitoring is carried out asap as this will affect people's journey times.

NDR-Work on Buxton Road is happening but a bit of a stop/start with work on cycle path. Highways have moved speed sign to south of Spixworth bridge.

Hopkins Homes has not yet applied to Norfolk County Council to adopt the surface water drainage on the amenity land on Crostwick Lane.

There has been no increase in fly tipping since charges came into effect in April.

There has been a strong negative public response to proposals in the 2018 budget consultation to reduce subsidies/grants for bus services.

V Barrell advised that the Parish Council had received a report from a parishioner that there is no fence over the Buxton Bridge and that children were dangerously playing on it.

## **AGENDA**

### **1. TO ELECT A CHAIRMAN AND SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

The Council elected Councillor Holland as Chairman; Councillor Holland signed the Declaration of Acceptance of Office in the presence of the Proper Officer. (A hard copy has been attached to these minute)

### **2. TO ELECT A VICE CHAIR FOR 2018/19**

The Council elected Councillor Lumb as vice chair.

### **3. TO ACCEPT APOLOGIES OF ABSENCE**

No apologies were received.

### **4. DECLARATIONS OF INTEREST**

Councillor S. Vincent: as a District Council ward member for Plumstead and Broadland.

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

### **5. CO-OPTION OF PARISH COUNCILLOR**

Mr Paul Rowe was co-opted to serve on the Council. He signed the Declaration of Acceptance. The clerk will forward on the 'Office and Register of Member's Interests' form along with other documentation for Mr Rowe to sign and return.

### **6. MINUTES OF PREVIOUS MEETING.**

The Minutes of the previous meeting held on the 3<sup>rd</sup> April 2018 were agreed by the Council and signed by the Chairman as a true record.

### **7. MATTERS ARISING**

Item 9.1-S Holland looked at issue on Orchard Road, there is an area of grassed land which is owned by the Parish, and is being used as a parking area. One of the concrete posts has been removed allowing vehicles to now use it as a cut through. The councillors are due to carry out a site meeting at this location to discuss what steps to take to stop this from happening.

The Council has received reports of several abandoned vehicles which are being left around the garage area on Orchard Road

Item 10.1-Clerk to arrange for Norfolk County Council Transport Manager to attend July Parish Council Meeting to discuss options for community transport in Spixworth.

### **8. TO CONFIRM A NEW DATE FOR FUTURE PARISH COUNCIL MEETINGS**

It was suggested by the Clerk and Chairman to move the Parish Council Meeting date to the 2<sup>nd</sup> or 3<sup>rd</sup> Tuesday of each month to assist when reporting the monthly finances. Due to other commitments the Councillors have, it was agreed to keep the

date the same every month but to have a cut of accounting period of when the finances are reported.

## **9. FINANCE**

**9.1** Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 1<sup>st</sup> May 2018.

**9.2** Bank Reconciliation as of 30<sup>th</sup> April was noted, balance to be agreed once a suitable system for reporting the accounts has been devised. Matter to be taken to the next Finance & General Purposes Committee for discussion.

**9.3** Clerk circulated a document to all Councillors: '*Review of Effectiveness of the System of internal Audit*' It was agreed that the Council was satisfied that all proper precautions have been taken in relation to internal controls, risk management, fraud and corruption with an internal audit review annually.

### **9.4** NALC Membership Renewal

The Council proposed and agreed to pay the annual subscription and continue to be a member of the National Association of Local Councils.

### **9.5** Parish Council Insurance policy renewal.

The Council agreed to the insurance policy renewal payment to cover the period of 1<sup>st</sup> June 2018- 31<sup>st</sup> May 2019

**9.6** The Council agreed to pay the Clerk's new pay scale as confirmed by the NALC

**9.7** It was noted that Pauline James will carry out the internal audit for Spixworth Parish Council

### **Approved payments for April 2018**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>TOTAL COST £</b>
MAYDAY	PRINTER COSTS	15.55 BACS
TT JONES ELECTRICAL	MARCH MAINTENANCE	589.27 BACS
ZURICH INSURANCE	OFFICE & V HALL INSURANCE	2446.59 BACS
CLERK ,LOCUM CLERK & GROUNDSMAN SALARY	APRIL PAY	1733.77 BACS & CHQ
1&1	INTERNET	9.59 DD
OPUS ENERGY	ELECTRICITY BILL	42.05 DD
SIEMENS	LEASE RENTAL	136.15 BACS
EON ELECTRIC	STREET LIGHTING	910.80 DD
COZENS	STREET LIGHTING MAINTENANCE	450.00DD
NALC	ANNUAL MEMBERSHIP	601.46 BACS
HMRC	TAX PAYMENT	314.99 BACS
NORFOLK PENSION	PENSION FUND	335.87 BACS

**April Receipts**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT RECEIVED £</b>
SOCIAL CLUB	LOAN REPAYMENT	355.30 CASH
Broadland District Council INVESTMENT ACCOUNT	INTEREST	268.80
Broadland District Council CURRENT ACCOUNT	CIL PAYMENT 1/10/17- 31/3/18	17,489.04
Broadland District Council CURRENT ACCOUNT	PARISH PRECEPT 1 <sup>st</sup> instalment for 2018/19	44,000

Payments approved by Councillors V Barrell and D Holdroyd

**10. PLANNING**

The following Planning Applications were discussed by the Council:

**20172138                    42 Park Road, Spixworth, NR10 3PJ**

Demolition of single storey dwelling and erection of 2 no. single storey dwellings fronting Park Road, 3 no single storey dwellings and 3 no two storey dwellings (outline)

S Vincent advised that the application has been amended to 8 dwellings due to Highways only allowing one access. Council discussed and agreed to object on the grounds of the road width being too narrow, location of bin storage, as it is a un adopted road the bin lorry will not be able to use the road. It is not clear who will be maintaining the SUDs system under the road.

**20180645                    St Crispin, 49 Crostwick Lane, Spixworth, NR10 3PD**

Erection of attached garage.

**No Comment**

**11. CORRESPONDENCE****11.1 Correspondence List**

1. NFPA Newsletter via email
2. NDR Newsletter via email
3. Police Newsletter via email
4. Norfolk County Council 'Transport Matters' email
5. Email from John Birchall Norfolk County Council

**12. HIGHWAYS AND AMENITIES****12.1 Spixworth Village Hall Play area inspection date noted for June/July**

**12.2** It had been suggested by Old Catton Parish Council to join together with Spixworth to form a Community Speed Watch Group due to the lack of volunteers that were available. The clerk was advised that Spixworth have a Community Speed

Watch Group in the Village which is led by David Ireson. The group do not report to the Parish Council but liaise with the local police. The Clerk has forwarded Mr Ireson's contact details to Old Catton Parish Council.

**12.3** Cozens the Parish Council Street light Maintenance Contractor reported that Column 33 on Cedar Avenue needs urgent repair. The Council agreed the repair costs and authorized repair.

### **13 NEIGHBOURHOOD PLANS**

**13.1** Councillor S Vincent provided an update on the latest information for Spixworth's Neighbourhood Plan.

There will be a steering group next week on the 9<sup>th</sup> May where the group will be reviewing emerging statements, and sustainability issues. Documents have been circulated. The group will also be looking at policy writing process in June.

Now moving forward for next part of locality grant application.

### **14. COMMITTEES AND WORKING GROUPS**

**14.1** GDPR Working Group, to sort out a date to take place in the next 2 weeks.

### **12. TO AGREE THE DATE OF THE NEXT MEETING**

The date of the next Parish Council Meeting is Tuesday 5<sup>th</sup> June 2018 at 7:30pm at Spixworth Village Hall, in room 84

### **13. ITEMS FOR NEXT AGENDA**

There being no further business the Chairman closed the meeting at 9.25pm

Chairman:

Date: