

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SPIXWORTH**  
**PARISH COUNCIL HELD AT**  
**7:30 pm ON TUESDAY 7<sup>th</sup> MAY 2019 AT SPIXWORTH VILLAGE HALL ROOM 84**

**PRESENT**

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

CLERK: Mrs C Lake- Parish Clerk

**Reports and Parishioner's Question Time**

*D Roper sent his apologies.*

**AGENDA**

**1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTEREST**

The Council elected Councillor Mr Paul Rowe as Chairman; Councillor Rowe signed the Declaration of Acceptance of Office in the presence of the Proper Officer.

**2. TO ELECT A VICE CHAIR 2019/20**

The Council elected Councillor Mrs Susan Holland as vice chair.

**3. CO-OPTION OF PARISH COUNCILLORS**

Mrs Susan Holland was co-opted to serve on the Council, the Declaration of Acceptance was then signed. The clerk has provided a copy of the 'Office and Register of Member's Interests' form along with other documentation for Mrs Holland to sign and return.

**4. TO ACCEPT APOLOGIES FOR ABSENCE**

None

**5. 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

**6. MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on the 2<sup>nd</sup> April 2019 were agreed, and were signed off by the Chairman as a true record.

**7. MATTERS ARISING (NOT COVERED BY AGENDA)**

Councillor S Vincent asked if Councillor Roper was dealing with the Highway issues previously reported. It was noted that he is investigating the matter of long queues on Crostwick Lane due to NDR roundabout. The clerk was asked to contact Norfolk County Council regarding this and other highway matters in the village.

**8. FINANCE**

8.1 Balances were noted. The following cheques and payments were authorised for payment in accordance with the budget as per tabled schedule 7<sup>th</sup> May 2019

8.2 Bank Reconciliation as of 30<sup>th</sup> April 2019 was noted  
Payments approved by Councillors V Barrell and P Rowe

Councillors agreed Clerk's and village keeper salary payment for May 2019

8.3 The clerk had previously circulated a hard copy to all councillors to review the effectiveness of internal audit and control. As nothing had changed from last year the policy was agreed and signed off by the clerk.

8.4 The clerk circulated a hard copy to all councillors to review the Financial Regulations policy. The policy was agreed and signed off by the clerk.

8.5 The council reviewed the Parish Council Risk Assessment Policy. The policy was agreed and signed off by the clerk.

8.6 The clerk provided a renewal quote for the council's current insurance providers. Due to an increase in the premium, Councillor S Vincent suggested to ask for a quote for a multiyear policy instead and for the clerk to look into quotes from other insurance providers.

8.7 To note that the internal audit was booked for the 2<sup>nd</sup> May 2019.

8.8 The council discussed the renewal subscription with NALC, it was discussed that the council hadn't used them for any purpose last year and was there justification for the amount being spent on an annual subscription. The clerk was asked not to pay the subscription yet and look into what they do for the council also to obtain a price from Norfolk Parish Training and Support.

**Approved payments for May 2019****Expenditure April 2019**

01.04.2019	C Chaney	March Salary	BACS	250.60
03.04.2019	HMRC	March Tax Payment	BACS	316.54
03.04.2019	Cozens	Streetlight Maintenance (February 2019)	BACS	450.00
03.04.2019	SVHMC	3 X Room Hire	BACS	54.00
03.04.2019	SVHMC	1 x Room Hire	BACS	20.00
03.04.2019	Colourprint	Newsletters	BACS	233.41
03.04.2019	Monarch	Village Hall CCTV Upgrade	BACS	1962.00
03.04.2019	Norfolk Pension Fund	March Superannuation	BACS	384.31
03.04.2019	St Peters Church	Annual Maintenance Donation	BACS	1000.00
30.04.2019	C Chaney	April Salary	BACS	408.50
26.04.2019	1&1	Broadband	DD	9.59
25.04.2019	OPUS Energy	Office Electric	DD	43.28
23.04.2019	Co-op Store	Refreshments for Annual Parish Meeting	BACS	12.72
23.04.2019	C Lake	April Salary	BACS	1129.61
17.04.2019	EON	Streetlight Electricity	DD	911.81

**TOTAL- £7186.3****(Outstanding Payments)-£9496.57 to be agreed at 7.5.19 Parish Meeting**

8.5.2019	Norfolk Pension	Pension Contribution	366.95
8.5.2019	Ashton Legal Fees	Easement S106 Case	859.20
8.5.2019	Cozens	Straighten and Re-concrete Col 22,119,128,146	840.00
8.5.2019	Zurich	Annual Insurance renewal	2500.87
8.5.2019	NALC	Annual Subscription	617.32
8.5.2019	SVHMC	Room Hire	20.00
8.5.2019	D Self	Grit Bin Dump Charge	5.00
8.5.2019	A Barnes	April Salary	52.04
8.5.2019	HMRC	Tax Payment	279.62
8.5.2019	Cozens	March Street lighting Maintenance	450.00
8.5.2019	Siemens	Printer Lease May-Aug	136.15
8.5.2019	A M Carver	Erecting of Notice Boards	128.00
8.5.2019	Garden Guardian	Grass Cutting	1008.00
8.5.2019	Mayday	Printer Maintenance & Toner	21.78
8.5.2019	Cozens	Installation of new Victorian Lantern	798.00
23.5.2019	C Lake	May Salary	1155.14

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Chairman 4<sup>th</sup> June 2019

31.5.2019	C Chaney	May Salary	258.50
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### Income April 2019

10.04.19	Spixworth Social Club	Final Loan Payment	442.17
30.04.19	Broadland District Council	Parish Precept 1st Instalment	44000.00
23.04.19	Spixworth Village Hall	Music Licence	361.21
23.04.19	Spixworth Village Hall	British Gas-Electric Bill	1613.03
23.04.19	Spixworth Village Hall	PHS Group Sanitary Bin	543.69
23.04.19	Spixworth Village Hall	Facet Testing V Hall & P Council	90.00

**TOTAL-£47050.10**

## 9. PLANNING MATTERS

9.1 The following Planning Applications were discussed by the Council:

### **Ref: 20190678-142 Park Road, Spixworth**

Single storey dining room extension to rear of dwelling

### **Ref: 20190599- 93 Park Road, Spixworth**

Single Storey Front Extension

No comment was received from the Parish Council.

### 9.2 Permissions and Refusals

None

## 10. COMPLAINT TO NP LAW

The meeting was closed at 9.20pm for a Confidential Session to report on the Complaint to NPLAW.

Refer to Confidential Minutes Item 10.

The Council resolved to appoint Mrs Barnes, Locum Parish Clerk, to act on their behalf in pursuing the claim and to contact Zurich Municipal to ask if we are covered by the Council's insurance and report back to the next meeting. This was agreed unanimously.

The meeting reopened at 9.25pm

## 11. CORRESPONDENCE

1. PCC News Round Up-email
2. NALC Chief Executive Bulletin-email
3. NALC Newsletter-email
4. Police Newsletter
5. BDC decision on Co-op variation licence

## **12. HIGHWAY MATTERS**

12.1 A hard copy of the SAM 2 data was given to councillors, it was discussed that with D Self now not standing as councillor should leave the camera in the parish council office once data has been collected for insurance purposes. The clerk was asked to email Mr Self to confirm that he is happy to continue to support the parish council and community speed watch using the SAM 2 camera.

12.2 The council agreed for garden guardian to start cutting the small grassed area located in front of 20 Orchard Road.

## **13. AMENITY MATTERS**

13.1 The Council discussed reinstating a lock on the Orchard Road Play area when out of hours. Clerk to look for a volunteer within the village who would be happy to lock and re open the gate to avoid vandalism happening out of hours.

## **10 NEIGHBOURHOOD PLANS**

10.1 Councillor S Vincent reported that the plan is now reaching its final elements. The next Steering Group Meeting will be held on the 14<sup>th</sup> May, once the group confirm they are happy with everything it will then move onto the pre submission consultation,

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

The date of the next Parish Council meeting is the 4<sup>th</sup> June 2019

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

There being no further business the Chairman closed the meeting at 9.34 pm