

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.00pm
ON TUESDAY 11th NOVEMBER 2025**

PRESENT

PARISH

COUNCILLORS: Mr P Rowe (Chairman)
Mr M Field (Vice Chairman)
Mr S Vincent
Mr S Cullington
Mr I East
Mr J Hancock
Mr P Daly

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

3. PUBLIC PARTICIPATION

Members of the public are invited to speak and **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 3 minutes per individual and 15 minutes in total unless such time is extended by the chairman of the meeting.)

There were no members of public in attendance.

4. HIGHWAY MATTERS

The council reported that the sunken drain cover on Crostwick Lane in the left-hand carriageway on the dentist side had been filled with grit which will not last Clerk to report back to NCC Highway Engineer.

Following on from an enquiry the clerk received about the lack of streetlights along Buxton Road Cycle path travelling towards Old Catton. Councillor Daly noted it that Norwich Airport did not allow instillation of lights.

5. REPORT FROM COUNTY COUNCILLOR

County Council Roper sent his apologies and was absent from the meeting.

6. REPORT FROM DISTRICT COUNCILLOR

District Councillor Sue Holland was absent from the meeting but sent the following report: Make a child smile this Christmas, Broadland District Council will act as the main hub for toy donations. Other collection venues are available around the districts and can be found on Broadland District Council website.

Very much business as usual with the addition of background work for government's Local Government Reorganisation programme. A consultation was due to be held this month but there has been no news as yet.

7. CO-OPTION OF PARISH COUNCILLORS

No co-options

Councillor Field arrived at the meeting at 7.19pm

8. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on the 7th of October 2025 were proposed by Councillor East and seconded by Councillor Field and agreed by the council.

9. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The council asked the clerk to add quotes for watering Maisie's Meadow to action plan.

Councillor Field requested that the council discuss repair work on the historic Spixworth village sign at the next meeting.

10. FINANCE

10.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 11th November and were agreed by the council.

10.2 The Bank Reconciliation as of the 31st of October 2025 balanced and was agreed by the council.

Councillor Vincent made requested that some of the monies held in the current account should be moved across to the savings account in order to gain interest.

10.3 The clerk provided hard copies of the draft budget for 26/27, the council asked the clerk to circulate budget notes and bring back to the December meeting to agree final budget figures for 26/27.

10.4 The council agreed to using Community Infrastructure Levy (CIL) funds for future Village Hall project build and requested that the clerk tender for a feasibility study to be carried out by an Architect.

10.5 The council discussed the quote received from Cozens (£8 per sticker x 276 columns) to replace and update the streetlight column i.d stickers. Councillor Cullington advised that he had looked at other companies. The cheapest quote received was £5.65 per sticker, Councillor Cullington advised that he would replace the stickers on the streetlight columns. The council agreed the cheaper quote.

10.6 The council agreed to the quote of £900 + VAT received from Tree care and Conservation to remove the crab apple trees from the cut through between Arthurton Road and Park Road.

OCTOBER PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
13/10/2025	Receipt - Annual Allotment Rent	Allotment Holder	55.00
15/10/2025	Receipt - Annual Allotment Rent	Allotment Holder	55.00
15/10/2025	Receipt - Annual Allotment Rent	Allotment Holder	55.00
20/10/2025	Receipt - Annual Allotment Rent	Allotment Holders	415.00
22/10/2025	Payment - DEO Payment	DWP CMG EMPLOYER	-107.16
23/10/2025	Payment - Staff Wages	Staff	-3,172.33
23/10/2025	Payment - Annual Allotment Rent Refund	Allotment Holder	-55.00
28/10/2025	Payment - Parish Council Office Electric	ENGIE	-64.96
30/10/2025	Receipt - Annual Allotment Fee	Allotment Holder	55.00
31/10/2025	Receipt - Annual Allotment Fee	Allotment Holder	110.00

OUTSTANDING PAYMENT LIST AGREED AT THE OCTOBER MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
12/11/2025	Spixworth Village Hall	Allotment Water Charges	4.82
12/11/2025	Spixworth Village Hall	Meeting Room Hire Oct 2025	32.00
12/11/2025	Scribe	Annual Account System Renewal	673.92
12/11/2025	C Lake	Parish Council Office Sundries	10.14
12/11/2025	Norfolk Pension Fund	October Pension Contribution	1112.89
12/11/2025	HMRC	October Tax Payment	859.69
12/11/2025	Cozens	Streetlight Maintenance Sep 2025	102.00
12/11/2025	Spixworth Village Hall	Container Car Park Rental Fee	75.00
12/11/2025	Spixworth Village Hall	Allotment Water Charges	19.26
12/11/2025	Spixworth Village Hall	Meeting Room Hire Sep 2025	20.00
12/11/2025	Garden Guardian	Ground Maintenance Sep 2025	993.60

11. PROPOSAL FOR ADMINISTRATION OFFICER

The council discussed the outstanding debt owed to the Parish Council by the village hall for administration work carried out by the Administration Officer.

The Administrative Officer is employed by the Parish Council and carries out 4 16 hours Village Hall administration work per week. It was originally agreed that the Parish Council would invoice the Village Hall for the 16 hours administration as the Admin Officer salary is paid by the Parish Council.

The Village Hall is currently running at a loss and is unable to afford the monthly salary for this work, without this work being carried out the hall would have to close. It was agreed that the Parish Council would carry out administration for the village hall as a gift in kind.

12. AMENITY MATTERS

12.1 Due to the deterioration of the historic village sign the council requested that the clerk obtain some quotes to commission a new sign for the village. It was suggested that the current sign could be placed within St Peters Church grounds.

13. CHRISTMAS EVENT

The Chairman provided an update of final plans for the Parish Council Christmas Event. A Christmas Market will be held at the Village Hall on Saturday 29th November between 12:00pm-3:00pm followed by the Christmas Tree light switch on at 5.45pm. Spixworth Scouts will be putting on a BBQ with the Property Ladder and Careys Coffee providing hot drinks and mince pies. Spixworth school children will be singing Christmas Carols.

14. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting would be the Annual Council Meeting which would be held on Tuesday 2nd December 2025