

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.00pm
ON TUESDAY 7th OCTOBER 2025**

PRESENT

PARISH

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

COUNTY

COUNCILLOR Mr D Roper

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor P Daly; verbal apology received from Councillor J Hancock and were accepted by the council.

2. TO ELECT A CHAIRPERSON

The Council elected Councillor Paul Rowe as chair of Spixworth Parish Council.

3. DECLARATIONS OF INTEREST

None

4. 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.

5. REPORT FROM COUNTY COUNCILLOR

Councillor Roper reported that a vehicle activated sign (VAS) has been ordered for North Walsham Road.

Norfolk County Council are carrying out investigations at the end of Lillian Road/Ivy Road for a new drainage system.

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Park Road is on the works program list for surface dressing.

Norfolk's autumn 2025 Hazardous Waste Days include events at several recycling centres from late October to late November, with booking required. Norwich North has been scheduled for November 28th-29th.

The clerk asked Councillor Roper for an update on the rail fence that Norfolk County Council are installing on Crostwick Lane on the grass verge. Councillor Roper has requested that a reminder email is sent to him and the Engineer.

Councillor Vincent expressed his concerns with the rail fence; one was installed in Old Catton and is now broken Norfolk County Council has not carried out any repairs since.

Councillor Vincent asked if Councillor Roper could chase up the Engineer regarding the sunken drain cover on Crostwick Lane just before the dentist. Despite several online reports to NCC the cover has still not been repaired.

Councillor Field reported that there was broken glass on the Buxton Road bridge. Clerk will ask the Parish Caretaker to clear the glass up.

Councillor Field asked Councillor Roper for an update on the Crostwick Lane/North Walsham Road junction and whether Highways had a plan in place. Councillor Roper explained that they are waiting for the design work to be completed the reason the design work is important is that it allows highways to bid for the money to get the scheme done. Unfortunately, there are not many schemes that are funded just by NCC, NCC have to apply for external funding.

Councillor East reported that VAS speed limit sign located on Buxton Road near the entrance to the Gatekeepers lodge is not working.

6. REPORT FROM DISTRICT COUNCILLOR

Broadland District Council The council has frozen its share of the council tax, the amount collected by the district council for services will not increase.

7. HIGHWAY MATTERS

Norfolk County Council Parish Partnership Scheme Initiative will again be repeated in the financial year 2026/27. Norfolk County Council are inviting Town and Parish Councils to submit bids. The closing date for submissions will be 01 December 2025.

Councillor Field suggested bidding for a lowered kerb to be installed in front of the Premier Stores entrance.

8. CO-OPTION OF PARISH COUNCILLORS

No co-options

9. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on the 2nd of September 2025 were proposed by Councillor Rowe and seconded by Councillor East and agreed by the council.

10. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated information for the month of October. The council asked the clerk to obtain a quote from a company that could remove graffiti from the Buxton Road Bridge. Norfolk County Council will only remove graffiti if there is offensive wording.

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

11. FINANCE

11.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 7th October and were agreed.

11.2 The Bank Reconciliation as of the 30th of September balanced and was agreed.

11.3 Following on from the councils ROSPA inspection on play areas and gym equipment it was noted that some parts of the equipment needed to be touched up with colour spray. The council suggested that the Parish Caretaker look into this.

11.4 Following on from the Streetlight structural and electric survey carried out by Cozens it was reported that 11 light columns needed to be replaced. Councillor Cullington wanting to investigate the findings before a decision is made. An update of findings will be reported at the next meeting. Clerk to forward on report findings to Councillor Cullington.

11.5 The Council reviewed the quarterly budget figures covering July-September 2025. It was requested that the clerk circulate the 26/27 budget forecast to discuss at the next meeting.

11.6 The clerk presented a quote to cut back the overgrown crab apple trees located on the cut through between Arthurton Road and Park Road. The council felt that the better option would be is to remove the crab apple trees. Clerk to obtain updated quote and bring back to the next meeting.

11.7 It had been discussed at previous meetings to look into replacing the picnic enclosure fence on Greg's Meadow with a new fence due to the number of repairs having to be carried out. The clerk presented a quote for the fence to be replaced at a cost of £6,977 +. As the council has not budgeted for this it was agreed to just carry out repairs as and when necessary.

11.8 The Parish Council were successful with their application to the Woodland Trust for 420 free saplings to be planted on Maisie's Meadow. Due to the number of trees to be planted the clerk obtained a quote from the landscape contractor Villa Road for Maisie's Meadow. To transport and plant the additional saplings it would be an extra cost of £5,311 +VAT. The council felt this was too expensive, Councillor Field offered to plant the saplings with help from volunteers.

SEPTEMBER PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
05/09/2025	Payment - Leaf Blower & Replacement Care for Parish Caretaker R	Argos	-63.19
05/09/2025	Payment - PC Personalised Hi Vis Jackets for Parish Caretaker	Workwear Express	-73.92
05/09/2025	Payment - Wix Website Annual Subscription	WIX	-129.60
05/09/2025	Payment - Replacement Dog Bin Lid for Greg's Meadow Bin off Russ	Roadware Ltd	-45.60
05/09/2025	Payment - Bird Spikes for Orchard Road Play Area Swing	Defender Bird Spikes	-61.20
08/09/2025	Receipt - Bank Interest	Barclays	388.06
08/09/2025	Payment - Garden Tools purchased by Parish Caretaker for job role	Kelly Holmes	-21.47
08/09/2025	Payment - Cordless Hedge Strimmer for Parish Caretaker Role	Kelly Holmes	-79.98
11/09/2025	Payment - Cordless Leaf Blower and sealant gun for bird spikes	Kelly Holmes	-88.47
12/09/2025	Receipt - Refund for Leaf Blower-product wasn't cordless	Argos	50.00
17/09/2025	Receipt - Refund for product care replacement on Leaf blower	Argos	13.19
19/09/2025	Receipt - 2nd Instalment Precept	Broadland District Council	55,500.00
22/09/2025	Payment - Staff Wages	Staff	3,215.20
22/09/2025	Payment - Payment for collection of old lease printer	Mayday	-180.00
24/09/2025	Payment - Garden Tools purchased by Parish Caretaker for job role	Kelly Holmes	-23.46
24/09/2025	Payment - DEO Child Maintenance Payment (Parish Caretaker)	DWP CMG EMPLOYER	-135.75
25/09/2025	Payment - Parish Council Office Electric	ENGIE	-63.44

OUTSTANDING PAYMENT LIST AGREED AT THE SEPTEMBER MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
8.10.2025	Norfolk Pension Fund	September Pension Contribution	1,139.45
8.10.2025	HMRC	Tax Amount for September	882.70
8.10.2025	Spixworth Parish News	Annual Contribution	950.00
8.10.2025	Spixworth Village Hall	Allotment Water Charges 19/7-21/8	31.30
8.10.2025	Spixworth Village Hall	PC office Electric PAT Testing	15.40
8.10.2025	Marmax	Replacement slat for play area picnic bench	78.00

12. PLANNING MATTERS**Ref:** 2025/2893**Location:** Subdivision of 321 Buxton Road, Spixworth.**Proposal:** Outline planning application will all matters reserved except for access of subdivision of land to create new dwelling.**Comments:** Councillor Rowe had a detailed look at the application and reported that the only additional documentation on the planning portal was a letter from NCC Highways following their recent site visit they advised that the visibility splay of the site entrance to Beeston Lane was inadequate and requires action to resolve. Due to how narrow Beeston Lane is it may result in repositioning of the proposed site entrance/exit to the plot.

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13. AMENITY MATTERS.

- 13.1 The clerk advised that a parishioner had reported to the council a problem with bird mess on telegraph poles. The Parish Council are not responsible for telegraph poles; this would need to be passed onto B.T to install bird spikes.
- 13.2 A resident has reported ongoing parking problems at the bottom of Russell Avenue for several years. It is understood that there was originally a locked gate at the entrance to Greg's Meadow to stop vehicles parking. At the previous meeting, the council agreed to install lockable bollards to stop vehicles parking or turning around. Following on from the meeting the clerk received concern from other residents on Russell Avenue that if the council were to install a bollards this would cause problems for vehicles trying to turn around, it would also mean delivery and larger vehicles would have to reverse back up Russell Avenue which would be dangerous.

It had also been reported that there had been problems with anti-social behaviour at the entrance to Greg's Meadow which the council have said is a police matter.

As Anglia Water require 27/7 access to the pumping station the council decided not to install bollards.

- 13.3 The clerk has been looking into a water connection for Maisie's Meadow. The council has asked the clerk to check the Hopkins Homes plans to see if there is a separate connection from the main water pipe that runs along Crostwick Lane and to get a quote from Villa Road to install a standing pipe. Bring back to next meeting.
- 13.4 The clerk informed the council that their contractor Villa Road is due to start the next phase for planting on Maisie's Meadow on the 27th of October 2025 the area will be closed of to the public until the 8th of December 2025.

14. CHRISTMAS EVENT

The council discussed plans for their Christmas Event which is due to be held on Saturday 29th November. It was agreed that the Clerk, Chairman and Vice-Chairman would draw up a revised schedule and poster for the event.

15. STRATEGIC PLAN DOCUMENT

15.1 The council discussed what had been completed to date on the Strategic Plan document for Spixworth.

16. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting would be the Annual Council Meeting which would be held on Tuesday 11th November 2025.

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