

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.00pm
ON TUESDAY 2nd JUNE 2026**

PRESENT

PARISH

COUNCILLORS: Mr P Rowe (Chairman)
Mr M Field (Vice Chairman)
Mr S Cullington
Mr S Vincent
Mr J Hancock
Mr I East
Mrs S Taylor-Crocker
Miss L Harmer

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from Councillor S Holland and were accepted by the council.

2. DECLARATIONS OF INTEREST

None

3. PUBLIC PARTICIPATION

30+ members of public were in attendance to request a meeting concerning the Social Club occupation licence. Members of public were given the opportunity to express their concerns and speak during this item for 15 minutes as per the council's standing orders. Councillor Rowe explained that the Social Club licence was a Trustee matter and could not be discussed at a Parish Council meeting.

Councillor Vincent volunteered himself to hold a separate meeting to address the concerns and answer questions relating to the Social Club occupation licence. Members of public in attendance were asked to email the clerk and request a meeting.

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Chairman 7th July 2026

4. MATTERS ARISING

None

5. HIGHWAY MATTERS

The council reported that Highways had not repaired a pothole on Crostwick Lane opposite the dentist. It was also reported that there was a bollard missing next to the second speed hump on Crostwick Lane as you enter from Buxton Road.

6. REPORT FROM COUNTY COUNCILLOR

Written report was circulated due to County Councillor absence.

7. REPORT FROM DISTRICT COUNCILLOR

Written report was circulated due to District Councillor absence.

8. CO-OPTION OF PARISH COUNCILLORS

None

9. MINUTES OF PREVIOUS MEETING

The minutes of the Annual Council meeting held on the 5th of May were agreed by the council.

10. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated a copy of the monthly plan update.

11. FINANCE

11.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 2nd June 2026 were agreed by the council.

11.2 The Bank Reconciliation as of the 26th of May 2026 balanced and was agreed.

11.3 The council agreed the cost for the annual insurance policy with Zurich for 2026-27. The clerk was asked to find out costs for a multiyear cover and circulate prices.

11.4 The council agreed quote received from HAGS of £82.00 to replace spring on yellow play area gate.

11.5 The clerk shared two separate quotes to update the play equipment on Orchard Road from Playdale Playgrounds and Wickstead, request for a third quote from Action Play and Leisure had not been received. The council asked the clerk to circulate the full quote details to agree at the next meeting.

11.6 A parishioner had reported his concern to the clerk regarding some overgrown trees that were leaning on his property from amenity land located on

Orchard Road. Councillor Field asked the clerk to forward on the details and volunteered to take a look and cut back where needed.

MAY PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
11/05/2026	Payment - Added premium to cover increase to fidelity	Zurich	-39.96
15/05/2026	Payment - Telephone and Broadband 1/4/26-31/7/26	BT	-249.60
19/05/2026	Payment - Parish Caretaker Bin liners	Anglian Chemicals	-28.34
19/05/2026	Payment - Internal Audit Fee 2025-26	Trevor Brown CPFA	-600.00
21/05/2026	Payment - DEO Child Maintenance Payment (Parish)	DWP CMG EMPLOYER	-90.49
21/05/2026	Payment - Pension Contribution May 2026	Norfolk Pension Fund	-1,035.27
21/05/2026	Payment - HMRC Tax Payment May 2026	HMRC	-907.39
22/05/2026	Payment - Wages May 2026	Staff	-3,312.93

OUTSTANDING MAY PAYMENT LIST AGREED AT THE JUNE MEETING

PAYMENT TO BE MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
3/6/2026	Cozens	Streetlight Maintenance April 2026	102.00
3/6/2026	Garden Guardian	April Grass Cutting	1180.80
3/6/2026	Spixworth Village Hall	April Meeting Room Hire	24.00
3/6/2026	Spixworth Village Hall	May Meeting Room Hire	24.00
3/6/2026	Cozens-Hardy	Trustee Legal Matter-(Repayment Plan with Trustee)	933.12

12. PLANNING MATTERS

There were no planning matters.

13. AMENITY MATTERS

The clerk reported that one of the allotment plot holders was not happy about the reducing the size of a structure on his plot and felt that the council needed to review their application form rules. Bring back to next meeting.

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.

14. STAFFING MATTERS

15. TO AGREE THE DATE OF THE NEXT MEETING

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Chairman 7th July 2026

The next meeting will take place on Tuesday 7th July 2026.