

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 2nd SEPTEMBER 2025**

PRESENT

PARISH

COUNCILLORS: Mr M Knight (Chairman)
Mr P Rowe
Mr P Daly
Mr I East
Mr J Hancock

DISTRICT

COUNCILLOR Mrs S Holland

PARISH

CLERK: Mrs C. Lake

MEMBER OF PUBLIC: x 1

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent, Councillor S Cullington, Councillor M Field and accepted by the council.

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.)

A resident of Spixworth attended the meeting to raise concerns about the village being cut off from basic essentials in the event of an emergency. She asked the council about alerting people to be prepared by obtaining basic essentials and a battery powered radio. District Councillor Sue Holland who is the chair for Broadland District Council Emergency Committee advised that the council have processes in place to assist towns and villages in an emergency.

The resident also reported that the footpath along Elvina Road is damaged with weed growth. Clerk to report the matter to Highways.

4. REPORT FROM COUNTY COUNCILLOR

Councillor Roper was unable to attend the meeting but reported that he is due to have a meeting with the Area Highways Manager and asked the council to pass on any highway concerns.

The next round of Hazardous Waste Days will happen in the autumn. At Norwich North these will be on Friday 28th and Saturday 29th November. Online booking will be available from one week in advance.

The council asked the clerk to chase up information regarding the rail fence that is due to be installed at the top of Crostwick Lane.

5. REPORT FROM DISTRICT COUNCILLOR

Councillor Holland reported that due to the government changing the law for elections, postal vote arrangements now only last for three years instead of five. This means many people need to reapply to keep their postal vote. If you are affected, you will have already received an email, and a letter will be sent to your address.

Broadland District Council has confirmed a ban on dogs from children's playgrounds to protect children's health and safety from bacterial contamination in dog mess and urine. The ban is part of a revised public spaces protection order.

Broadland Country Park are making continued improvements for everyone, with better paths, safer parking, upgraded toilets, and a new cafe on the way. From 7 July, they will start work to expand and resurface the northern car park (Haverlingland Road). This will take around 8 weeks, and the northern car park will be closed during this time.

6. REPORT FROM PARISH CLERK

The clerk circulated an updated report to the council following on from the council's ROSPA report findings.

7. HIGHWAY MATTERS

The clerk has reported the sunken drain cover on Crostwick Lane near the dentist to highways on two occasions. Clerk to report back that the drain has still not been repaired.

8. CO-OPTION OF PARISH COUNCILLORS

No co-options

9. MINUTES OF PREVIOUS MEETING

Councillor Hancock informed the clerk that his name was missing from the attendance for the July meeting minutes.

The Minutes of the parish council meeting held on the 1st of July 2025 were agreed and signed off by the Council as a true record.

10. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated information for the month of August/September.

11. FINANCE

11.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 2nd September 2025 and were agreed.

11.2 The Bank Reconciliation as of the 31st of July and 27th August balanced and was agreed.

11.3 The council agreed to Norse's quote for maintenance of Maisie's Meadow for the 2025/26 season.

11.4 The council noted the comments from the external audit report for 2024/25.

11.5 The council agreed to the quote of £400 for Trevor C D Brown CPFA to carry out the Parish Council's audit for 2025/26.

11.6 The clerk had received reports from residents that the trees located on Arthurton Road communal car park were overgrown and needed to be cut back. It is understood that the county and district council are not responsible for this car park, and the responsibility could lie with the property owners. Councillor Rowe will investigate further and report back to the clerk.

AUGUST/SEPTEMBER PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
31/07/2025	Payment - Parish Caretaker items	Kelly Holmes	-5.07
31/07/2025	Payment - Repair Gate on Greg's Meadow Picnic Area Fence	Eggett Steam Cleaning	-160.00
31/07/2025	Payment - Replacement of 3 x allotment posts	Eggett Steam Cleaning	-105.00
31/07/2025	Payment - Gate Post repair on Maisie's Meadow	Eggett Steam Cleaning	-375.00
31/07/2025	Payment - 2 x Picnic Area Bins for Maisie's Meadow	Jaydee Living Ltd	-417.48
05/08/2025	Payment - Professional fees for drafting of New Occupation Lic	Ashtons Legal	-1,980.00
11/08/2025	Payment - New Printer for PC Office	Office Flow	-1,710.00
15/08/2025	Payment - Telephone and Broadband 1/8/25-31/10/25	BT	-275.77
22/08/2025	Payment - Parish Caretaker Wages August 2025	Kelly Holmes	-351.80
22/08/2025	Payment - Administration Officer Wages August 2025	Mrs M Orford	-1,227.14
22/08/2025	Payment - Parish Clerk Wages August 2025	Mrs C Lake	0.00
22/08/2025	Payment - Parish Clerk Wages August 2025	Mrs C Lake	-2,084.19
27/08/2025	Payment - Parish Council Office Electric	ENGIE	-65.58
27/08/2025	Payment - Parish Online Mapping Subscription	Parish Online	-108.00
27/08/2025	Payment - Street Light Energy 1/7/25-31/7/25	SSE ENERGY SOLUTIONS	-1,700.29
27/08/2025	Payment - Street Light Maintenance June 2025	Cozens	-102.00

OUTSTANDING PAYMENT LIST AGREED AT THE SEPTEMBER MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
3/9/2025	HMRC	Tax Payment August 2025	1074.18
3/9/2025	Norfolk Pension Fund	Pension Contribution August 2025	1269.34
3/9/2025	PKF	External Audit Fee 25/25	504.00
3/9/2025	Cozens	Streetlight Maintenance July 2025	102.00

3/9/2025	Spixworth Village Hall	Water Charges for Maisies Meadow Project	5.34
3/9/2025	Spixworth Village Hall	Water charges for Allotments June/July	42.74
3/9/2025	Garden Guardian	July Grass Cutting	993.60
3/9/2025	Spixworth Village Hall	Meeting Room Hire July 2025	16.00
3/9/2025	Spixworth Village Hall	Bin Liners for Parish Caretaker	28.34
3/9/2025	Spixworth Village Hall	Water charges for Allotments May/June	30.28
3/9/2025	Garden Guardian	June Grass Cutting	1646.40

12. TO RECEIVE AN UPDATE ON STRATEGIC PLAN DOCUMENT

Spixworth Strategic Plan document was reviewed at the meeting. It was noted that the council needed to put together a plan for community and facilities. Clerk to check when Neighbourhood Plan was completed. Any unfinished items on the plan need to be added to future meeting agendas for action.

13. AMENITY MATTERS

13.1 The council agreed to the UKPN permit for Cozens to carry out work on their behalf this includes installing new cables and connections to power streetlights in Spixworth.

13.2 Residents on St Peter's Way have reported ongoing problems with the dog bin on the corner of St Peter's Way and Crostwick Lane. Despite the bin being emptied twice a week the bin is subject to continuous overflow problems with dog owners filling the bin with big bags full of dog waste, this has also caused the lid to be broken. The residents have requested that the bin is removed and located elsewhere. Councillor Daly will look at an alternative location, clerk to then inform Broadland District Council.

13.3 The clerk informed the council that the tree planting on Maisie's Meadow would start to take place in October. Clerk to speak with Anglia Water about a water connection on Maisie's Meadow.

13.4 The clerk had received a complaint regarding the small yellow swing gate on the Village Hall play area. A parishioner reported that the gate needs to have a bolt on it to stop children from running out of the play area. The council agreed that it was the responsibility of parents to monitor their children whilst playing.

13.5 The clerk reported that the fence surrounding the picnic area on Greg's Meadow has had several repairs carried out due to fence posts rotting and

breaking. It had been suggested to look at replacing the entire fence. Clerk to obtain quotes and report back at the next meeting.

13.6 A resident on Russell Avenue has been reporting problems to the council over several years regarding the access to Greg's Meadow. Many vehicles turn around in this area and speed of up the road causing danger to pedestrians. There have also been problems with vehicles blocking the access to the pumping station and reports of anti-social behaviour involving vehicles. The resident requested that lockable bollards are installed to stop vehicles entering the access which is owned by the parish council. The council agreed to install two lockable bollards to provide access for Anglia Water and Council contractors only.

14. POLICIES

14.1 The council agreed to keep the emergency spend limit the same on their financial regulations.

14.2 Following on from the External Audit report it was advised that the council review its policy on recovery of debts. The chairman advised that he would work on a proposal to present to the council concerning the outstanding wage bill the Village Hall owe the council for administration work.

15. ALLOTMENTS

15.1 The council reviewed the allotment fees for October 2025 and agreed to increase the fee to £55 per annum, all plot holders must also sign a new agreement.

16. CHRISTMAS EVENT.

16.1 The council agreed to the instillation quote for the village Christmas Tree and lights which was £2,100. The chairman also presented a proposal of how the day would run which included a Christmas Market, carol singing and a performance from Spixworth SAPS. Bring back to October meeting for further discussion.

14. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting would be the Annual Council Meeting which would be held on Tuesday 7th October 2025.