MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.00pm ON TUESDAY 1st SEPTEMBER 2026

PRESENT

PARISH COUNCILLORS: Mr P Rowe (Chairman)
Mr S Vincent
Mr S Cullington
Mr J Hancock
Ms S Holland
Mrs S Taylor-Crocker
Mrs E Cater
Mr M Cater
Mr P Daly

DISTRICT COUNCILLOR Ms S Holland

PARISH CLERK: Mrs C. Lake

AGENDA

1. **TO ACCEPT APOLOGIES FOR ABSENCE**
   Apologies were received from Councillor M Field, Councillor I East and Councillor L Harmer.

2. **DECLARATIONS OF INTEREST**
   None

3. **PUBLIC PARTICPATION**
   Three members of public attended to the observe the meeting.

4. **MATTERS ARRISING**
   Pothole on Crostwick Lane in road near dentist has still not been repaired. County Councillor D Roper is aware and will report this back to Highways.

5. **HIGHWAY MATTERS**
   5.1 The council discussed options for the Parish Partnership Bid 27/28. The first suggestion was to obtain a quote from NCC Highways to have the kerb lowered outside the shops on Crostwick Lane. The second option was to obtain a quote for a bus shelter to be installed at the bus stop on the B1150

heading towards Norwich. The Parish Council would need to speak with the chairman of Crostwick and obtain a quote from a recommended bus shelter contractor. Clerk to bring quotes back to next meeting.

6. REPORT FROM COUNTY COUNCILLOR

County Councillor Roper reported that NCC are waiting for the new administration to settle down.
The chief executive of Norfolk County Council resigned in June 2026.
Norfolk County Council has terminated local government reorganisation contract with consultancy firm in August 2026.
Despite the headlines Councillor Roper confirmed that a formal ban on using incinerators for rubbish disposal in Norfolk remains in place.

7. REPORT FROM DISTRICT COUNCILLOR

District Councillor Sue Holland informed the council that there were no current matters to report. Councillor Roper noted that Greater Norwich Local Plan (GNLP) is currently in the scoping consultation pre plan stage. They have not published the final accepted allocations yet but have a clear criteria regarding the types and sizes of sites they are interested in targeting for this new plan. All information can be viewed on the GNLP website.

8. CO-OPTION OF PARISH COUNCILLORS

None

9. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on the 7th of July 2026 were agreed by the council. Proposed by Councillor Rowe and seconded by Councillor Vincent.

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 1st September 2026 were agreed by the council.

11.2 The Bank Reconciliations as of the 31st of July and the 24th of August 2026 balanced and was agreed.

11.3 This item relates to a Trustee matter. Councillor Vincent noted that the council cannot discuss this item at a parish council meeting. It was agreed that design quotes need to be obtained and agreed at a Trustee meeting in the first instance then brought back to the Parish Council meeting.

11.4 The clerk presented a revised quote to the council for the ground's maintenance of Maisie's Meadow. Adjustments to the schedule of work had been made now that the land had been landscaped and trees had been planted. There

was some confusion as to what season the quote was for. The council asked the clerk to check the information and bring back to the next meeting.

11.5 Following on from previous discussions regarding instillation of a community pond on Maisie's Meadow the clerk provided a quote to carry out a site survey which would establish site suitability, ground levels, ground conditions, safety considerations, erosion, drainage/overflow, specification, and budget options. This would cost £620 + VAT. There was a divide in opinion as to whether a pond should be installed, some councillors felt that Maisie's Meadow should be allowed to settle after the landscaping and tree planting before consideration of installing a pond.

11.6 The zip wire located at Spixworth Village Hall play area has been broken due to misuse. The cost for replacement parts and instillation would be £2,026.47. The council had not budgeted for this and requested that it is budgeted for repair in 2027.

11.7 The clerk circulated a copy of the external audit report and notice of conclusion of audit for 2025/26. No matters had come to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met except for purchase of tools for the Parish Caretaker which should have been noted as miscellaneous payments and not staff costs.

The council's asset register had not been updated on the finance system Scribe as the clerk logs updated information on a separate spreadsheet not linked to Scribe.

It was noted that the councils Website Accessibility Statement is non-compliant with WCAG 2.2 AA. The clerk has checked this with the website administrator who has confirmed it is compliant, but that the information to state that it is WCAG 2.2 AA had not been updated on the website.

JULY/AUGUST PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
15/07/2026	Receipt - Attendance to serve eviction notice off SVHPF	Spixworth Village Hall	237.60
22/07/2026	Payment - Streetlight Energy 01/06/26-30/06/26	SSE ENERGY SOLUTIONS	-1,196.30
23/07/2026	Payment- Staff wages July 2026	Staff	-3,329.89
23/07/2026	Payment - Pension Contribution July 2026	Norfolk Pension Fund	-1,078.86
23/07/2026	Payment - HMRC Tax Payment July 2026	HMRC	-966.54
23/07/2026	Payment - DEO Child Maintenance Payment (Parish Caretaker)	DWP CMG EMPLOYER	-203.21
28/07/2026	Payment - Parish Council Office Electric	ENGIE	-75.63
29/07/2026	Payment - Batteries for PC Computer Mouse	Spixworth News Convenient Store	-2.99
03/08/2026	Payment - Annual Play Equipment Inspection	Rospa	-342.00
03/08/2026	Payment - Annual Mapping Software Subscription	Parish Online	-108.00
03/08/2026	Payment - Grass Cutting Parish and H/W June 2026	Garden Guardian	-820.80
03/08/2026	Payment - Greg's Meadow Grass Cutting	Garden Guardian	-384.00
03/08/2026	Payment - Replacement swing for yellow gate on SVH play area road side	HAGS-SMP LTD	-98.40
17/08/2026	Payment - Telephone and Broadband 1/8/26-31/10/26	BT	-247.51
18/08/2026	Receipt - Allotment Deposit for plot 2	A Delbridge	30.00
20/08/2026	Payment - Pension Contribution August 2026	Norfolk Pension Fund	-1,057.86
20/08/2026	Payment - HMRC Tax Payment August 2026	HMRC	-938.14
20/08/2026	Payment - Saw to cut allotment posts	Parish Caretaker	-9.98
20/08/2026	Payment - Galvanised staples for PC job	Parish Caretaker	-2.99
20/08/2026	Payment - DEO Child Maintenance Payment (Parish Caretaker)	DWP CMG EMPLOYER	-177.78
20/08/2026	Payment - Safety Straps for Accesible Swing- SVH Play Area	HAGS-SMP LTD	-136.00
21/08/2026	Payment - Staff wages August 2026	Staff	-3,297.59
24/08/2026	Payment - Streetlight Energy 01/7/26-31/07/26	SSE ENERGY SOLUTIONS	-1,314.02

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Chairman 6th October 2026

OUTSTANDING JULY/AUGUST PAYMENT LIST AGREED AT THE SEPTEMBERS MEETING

PAYMENT TO BE MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
02/09/26	Spixworth Village Hall	Parish Caretaker Black bin Liners	28.35
02/09/26	Spixworth Village Hall	Annual Rent for PC office	925.00
02/09/26	Safety Signs for less	2 x No dogs/ 1 x accessible swing strap sign	33.26
02/09/26	Spixworth Village Hall	Allotment Water 21/3/26-11/5/26	28.89
02/09/26	Spixworth Village Hall	Toilet seat for P.C office	26.99
02/09/26	Spixworth Village Hall	Allotment Water 20/6/26-21/7/26	84.17
02/09/26	PKF	External Audit Cost 25/26	1,008
02/09/26	Norse	Maisie's Meadow Grounds Maintenance 1st Invoice	1,482.56
02/09/26	Garden Guardian	Parish and H/W grass cutting July 2026	1,060.80
02/09/26	Spixworth Village Hall	PC Meeting Room Hire-July	16.00
02/09/26	Cozens	Streetlight Maintenance July 2026	102.00

12. PLANNING MATTERS

None

13. AMENITY MATTERS

13.1 The clerk had received complaints from some residents who properties back onto Greg's Meadow regarding the overgrowth of vegetation. The clerk is due to have a site visit with the councils ground maintenance contractor to arrange for the vegetation to be cut back.

14. HEDGE COMPLAINTS

The clerk had received a complaint regarding an overgrown hedge on Crostwick Lane. The owner had cut the hedge back but informed the council that if it were cut back any further the hedge would die. Because the issue related to encroachment onto a public footpath and visibility issues for drivers the matter would need to be forwarded onto Norfolk County Council Highways to determine if the hedge sight lines at junctions, vehicle clearance, or pedestrian width on footways are compromised.

15. CHRISTMAS EVENT

The clerk informed the council that this years Christmas Market would be held on Saturday 5th December at Spixworth Village Hall.

16. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting will take place on Tuesday 6th October 2026.

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Chairman 6th October 2026