

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.30pm
ON TUESDAY 17th JUNE 2025**

PRESENT

PARISH

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

COUNTY

COUNCILLOR Mr D Roper

DISTRICT

COUNCILLOR Mrs S Holland

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

No apologies were received.

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. REPORT FROM COUNTY COUNCILLOR

Norfolk County Council will be carrying out much needed drainage improvement works on Park Road, Spixworth between Buxton Road, and Giles Road. The

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works are due to start on 23 June 2025, and due to last for 12 weeks finishing 12 September 2025, subject to any weather or construction delays.

A new report will be circulated in July with an update on the Norwich Western Link

5. REPORT FROM DISTRICT COUNCILLOR

Councillor Holland reported that he Broadland Community at Heart Award nominations, that, recognize individuals, groups, and businesses that make a positive impact on the local community are now open, with a closing date of May 30, 2025.

No further update yet on the local government reorganisation.

The new Planning and Infrastructure Bill, coming in which aims to accelerate the delivery of homes and infrastructure projects. Broadland District Council, like other local authorities, will be impacted by these changes, particularly in relation to streamlining planning processes and potentially accelerating the approval of major projects.

6. REPORT FROM PARISH CLERK

The Clerk circulated the latest update on parish matters to the council.

7. HIGHWAY MATTERS

Councillor Vincent informed County Councillor Roper that there were road surface/damage/potholes on James Green Close and Marshall Close.

8. CO-OPTION OF PARISH COUNCILLORS

No applications were received.

9. MINUTES OF PREVIOUS MEETING

The Minutes of the annual council meeting held on the 13th of May 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 June. It was suggested that a concrete pad would be needed for the jubilee bench which is due to be installed on Maisie's Meadow once the landscaping project has been completed.

11. FINANCE

11.1 Balances were noted, and the following payments were authorised in accordance with the budget as per the tabled scheduled 17th June 2025 and were agreed.

11.2 The Bank Reconciliation as of the 31st of May 2025 balanced and was agreed.

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11.3 Councillor Knight advised that the council reserves would stay the same for 2025-26. An updated report would be circulated by the clerk.

11.4 The council agreed to the annual grass cutting quote of £9,064 + VAT provided by Garden Guardian the 2025-26 season.

11.5 The council agreed the annual grass cutting quote of £157.50 provided by Norse for the small strip of grass located next to the allotments.

11.6 The council agreed in principle to the annual ground's maintenance quote for Maisie's Meadow at a cost of £1,837.68 unless a cheaper quote could be found by another contractor.

11.7 The clerk provided an annual quote of £192.50 (April-March) from Steve Jackman-Training and Website Development to provide annual support for their Wix Website. The council did not agree the quote and suggested that a quote is obtained to modernise the website instead.

11.8 The council agreed the dates for the notice of public rights and publication of unaudited annual governance and accountability return for 2024-25. The date of the announcement would be the 23rd of June 2025, commencing on the 24th of June 2025 and ending on the 5th of August 2025 for any person wishing to inspect and make copies of the accounting records relating to the 2024-25 audit.

MAY PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
12/05/2025	Payment - Streetlight Power (Period unknown no invoice received)	SSE ENERGY SOLUTIONS	-1,509.48
12/05/2025	Payment - Parish Partnership Scheme 2025-26	Norfolk County Council	-1,500.00
15/05/2025	Payment - HMRC Tax Payment April 2025	HMRC	-746.14
15/05/2025	Payment - Pension Contribution April 2025	Norfolk Pension Fund	-982.38
15/05/2025	Payment - Telephone and Broadband 1/4/25-31/7/25	BT	-281.11
15/05/2025	Payment - Printer Lease 24/5/25-23/8/25	BNP PARIBAS	-184.15
15/05/2025	Payment - Printer Maintenance and Support 30/4/25-29/5/25	Mayday	-62.18
15/05/2025	Payment - Annual Insurance Policy 2025-26	Zurich	-3,116.81
15/05/2025	Payment - Meeting Room Hire April 2025	Spixworth Village Hall	-40.00
15/05/2025	Payment - Councillor Training for K Wingham	NORFOLK PARISH TRAINING AND	-65.00
15/05/2025	Payment - Grass Cutting Parish and H/W April 2025	Garden Guardian	-1,420.80
15/05/2025	Payment - Grass Cutting Parish and H/W March 2025	Garden Guardian	-768.00
15/05/2025	Payment - Gregs Meadow Grass Cutting	Garden Guardian	-202.80
15/05/2025	Payment - Gregs Meadow Grass Cutting and Weed Killing	Garden Guardian	-225.60
15/05/2025	Payment - Pollarding and re pollarding of sycamore trees on Gre	Lloyd Southon Treecare and Cons	-768.00
15/05/2025	Payment - Streetlight Maintenance April 2025	Cozens	-102.00
15/05/2025	Payment - Street light Maintenance March 2025	Cozens	-102.00
15/05/2025	Payment - Allotment Grass Cutting	Norse	-284.09
15/05/2025	Payment - Maisie's Meadow Dog Bin Charges 25/1124-31/3/25	Broadland District Council	-104.88
22/05/2025	Payment - Pension Contribution May 2025	Norfolk Pension Fund	-982.38
23/05/2025	Payment- Wages May 2025	Staff	-2,950.73
23/05/2025	Payment - Japanese Knotweed Safety Sign for Greg's Meadow	Amazon	-6.58
23/05/2025	Payment - Heras Safety Fencing for Japanese Knotweed on Gr	Generation UK LTD	-451.88
27/05/2025	Payment - Street Light Power 1/10/23-31/10/23	SSE ENERGY SOLUTIONS	-123.05
27/05/2025	Payment - Streetlight Power 1/5/24-31/5/24	SSE ENERGY SOLUTIONS	-2,970.27
28/05/2025	Payment - Parish Council Office Electric	ENGIE	-62.22
28/05/2025	Payment - Streetlight Power 1/9/23-30/9/23	SSE ENERGY SOLUTIONS	-60.52
28/05/2025	Payment - Streetlight Power 01/06/24-30/6/24	SSE ENERGY SOLUTIONS	-1,460.79
29/05/2025	Payment - Streetlight Power 01/12/23-31/12/23	SSE ENERGY SOLUTIONS	-62.53
29/05/2025	Payment - Streetlight Power 1/8/24-31/8/24	SSE ENERGY SOLUTIONS	-1,509.48
29/05/2025	Payment - Streetlight Power 01/1/24-31/01/24	SSE ENERGY SOLUTIONS	-62.53
29/05/2025	Payment - Streetlight Power 01/07/24-31/07/24	SSE ENERGY SOLUTIONS	-1,509.48
30/05/2025	Receipt - NCC Highway Grass Cutting Maintenance Income	Norfolk County Council	4,749.78
30/05/2025	Payment - Streetlight Power 01/2/24-29/2/24	SSE ENERGY SOLUTIONS	-58.51

OUTSTANDING PAYMENT LIST AGREED AT THE JUNE MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
18/06/2025	Mayday	Maintenance Support 31/5/25-29/6/25	70.95
18/06/2025	Norse	1 st Payment for Maisie's Meadow Ground Maintenance 2025/26	918.84
18/06/2025	Cozens	Streetlight Maintenance May 2025	102.00
18/06/2025	Garden Guardian	May Grass Cutting	993.60
18/06/2025	Spixworth Village Hall	May Meeting Room Hire	32.00
18/06/2025	Spixworth Village Hall	Annual Office Rent	925.00
18/06/2025	Spixworth Village Hall	Allotments Water Charges	35.62
18/06/2025	Eggett Steam Cleaning	Allotment post replacements	50.00

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18/06/2025	Norfolk Parish Training	Councillor Training Course	78.00
18/06/2025	Royal British Legion	V.E. Day Donation	87.50

12. PLANNING MATTERS

Ref: 2025/1486

Location: 5 Fieldfare Close, Spixworth

Proposal: Single Storey Rear Extension

Comments: The council supported the application.

Ref: 2025/0993

Location: 2 Saint Peters Way, Spixworth

Proposal: Garage to side of property/front porch/dormer to rear study/single storey rear extension.

Comments: The council objected to the application for the following reasons. Over baring/ dominance of property no 36 Crostwick Lane. /Over Development-Lack of amenity space/ 5 metres from neighbouring property (36 Crostwick Lane) property/ Balcony overlooking garden of property no 34 Crostwick Lane causing loss of privacy.

Ref: 2025/1148 (Amended)

Location: 1 William Peck Road, Spixworth

Proposal: Single storey rear extension from original rear wall.

Comments: The council supported the application.

13. AMENITY MATTERS

13.1 The clerk advised the council that heras fencing had now been placed around the area of Japanese knotweed located in the picnic area on Greg's Meadow. A public notice was issued, and the area will now be treated until the weed has been eradicated.

13.2 Spixworth Youth Football Club have asked permission to use Maisie's Meadow for 2025 season from September through to April. They are looking for three pitches in Spixworth as the club is expanding. The council have no objection to Maisie's Meadow being used for the occasional football game but have stressed that the area is a dog walking and picnic area and not to be used solely. as a dedicated football field/goal storage. It was noted that SYFC already have full use of the Spixworth Village Hall Playing Field.

13.3 The clerk advised the council that their streetlight contractor Cozens had sent correspondence relating to their new Independent Connections provider, the new accreditation authorises Cozens to carry out new connections and transfers of all street furniture including street lighting for metered and unmetered LV connections in house. For Cozens to provide this service UK Power Network requires an Asset Owners Agreement to be signed by the parish council. The council has asked the clerk to go back and request further information on what exactly the council are agreeing to and what it will affect if not agreed to.

14. ALLOTMENT MATTERS

The clerk raised several matters regarding allotment matters on the clerk's report. Two plots have not been maintained in the last 4 months, the admin officer has emailed and written to the plot holder and requested that if the plot is not maintained then the plot holder is to relinquish the plot.

There has been feedback from plot holders that the council need to replace the current taps with twist taps for people who have disabilities, so they are able to connect a hose. The council view was that they are in line with other allotments around the country who only provide push taps to avoid water wastage.

Many of the allotment posts used to section out the individual plots are now deteriorating. The Council have requested that a list is made of how many posts need replacing so new ones can be ordered and installed.

15. CHRISTMAS EVENT 2025

The chairman had asked for this item to be kept on the agenda for future planning.

16. DEVOLUTION/LOCAL GOVERNMENT REORGANISATION

The chairman has requested that this item is kept on the agenda to report on updates as and when they are received.

17. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting Parish Council Meeting will be held on Tuesday 1st July 2025.

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