

**MINUTES OF THE PARISH COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT 7.00pm
ON TUESDAY 2nd DECEMBER 2025**

PRESENT

PARISH

COUNCILLORS: Mr P Rowe (Chairman)
Mr S Cullington
Mr I East
Mr J Hancock

DISTRICT

COUNCILLOR Mrs S Holland

PARISH

CLERK: Mrs C. Lake

AGENDA

1. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Vincent and 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.)

There were no members of public in attendance.

4. HIGHWAY MATTERS

The council noted the poor repair carried out by Norfolk County Council Highways on the sunken drain cover on Crostwick Lane near the dentist.

It was reported that the Giles Road name plate sign was damaged, clerk will report this to Broadland District Council.

5. REPORT FROM COUNTY COUNCILLOR

County Council Roper sent his apologies and was absent from the meeting.

6. REPORT FROM DISTRICT COUNCILLOR

District Councillor Sue Holland reported that Council leaders are due to have a meeting about 'Winter of Action' policing initiative aimed at tackling crime and anti-social behaviour in villages and town centres.

Local Government Reorganisation is still ongoing.

Broadland District Council has previously submitted evidence to central government, highlighting the need for a revised funding settlement. The council argued that without a maintained or fairer funding level, it would be forced to review spending priorities and find savings, which would negatively impact its ability to deliver essential services to local residents and businesses. Unfortunately, Broadland will not receive as much funding as it is not seen as an area that is struggling compared to Norwich.

7. CO-OPTION OF PARISH COUNCILLORS

No co-options

8. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on the 11th of November 2025 were proposed by Councillor Rowe and seconded by Councillor Cullington and agreed by the council.

9. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated the latest monthly action plan. The council asked the clerk to chase the streetlight contractor Cozens to provide further evidence relating to the damage caused to several streetlights on Buxton Road by NG Bell (Morrisons) in December 2024. The Parish Council have now paid for the repairs and are seeking compensation from NG Bell contractors. The damaged was caused by City Fibre instillation works but the contractor is asking for further evidence from the Parish Council despite evidence already provided.

The council discussed the graffiti on the Buxton Road bridge which Norfolk County Council (NCC) is responsible for. NCC will only remove graffiti if its offensive. Rackheath Parish Council are experiencing a similar issue, and it was suggested that the two councils work together to look at options for a company to remove the graffiti.

10. FINANCE

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

10.2 The Bank Reconciliation as of the 25th of November 2025 balanced and was agreed.

10.3 The clerk circulated a draft budget sheet for 2026-27. The council agreed to set the precept amount at £125,840 a proposed 10 percent increase to the tax base which would be £89.37 per band D property.

10.4 The clerk was asked to circulate a breakdown of quotes for the future watering of Maisie Meadows newly planted trees. Bring back to January meeting.

10.5 The clerk presented a quote of £18,573.56 for a 2-year contract received from SSE Energy Solutions who provide power for Spixworth Streetlights

The clerk advised that there has been a change in unmetered supplies for streetlight power. Most energy companies will not price unmetered supplies. Councils who have unmetered supplies are getting updated to 00 meters, these updates should improve the invoice process.

The council agreed to the quote for a 2-year contract.

The council's current contract ends in August 2026.

10.6 The council agreed to the Administration Officer annual increment as set out in the Administration Officer contract national agreement on salaries and conditions of service.

NOVEMBER PAYMENTS AND RECEIPTS

Date	Description	Supplier	Total
18/11/2025	Payment - Telephone and Broadband	BT	-281.82
18/11/2025	Payment - PC Office Items	Amazon	-23.52
20/11/2025	Receipt - SAPS Container Rent Qtr 2	SAPS	75.00
20/11/2025	Payment - PC Office Stationary	Amazon	-24.96
21/11/2025	Payment - Staff Wages	Staff	-3,269.98
21/11/2025	Payment - Streetlight Energy 01/10/25-31/10/25	SSE ENERGY SOLUTIONS	-2,231.74
24/11/2025	Payment -Personal Payment deducted from Salary	DWP CMG EMPLOYER	-172.14
24/11/2025	Payment - Maisie's Meadow Ground Maintenance Oct 2025	Spixworth Village Hall	-918.84

OUTSTANDING PAYMENT LIST AGREED AT THE DECEMBER MEETING

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
03/12/2025	HMRC	Tax Payment November 2025	923.13
03/12/2025	Norfolk Pension Fund	November Pension Contribution	1,173.10
03/12/2025	Viking	Stationary Order	53.15
03/12/2025	Scribe	Annual Accounts Software Subscription	673.92
03/12/2025	Garden Guardian	October Parish Grass Cutting	1106.40
03/12/2025	Cozens	October Streetlight Maintenance	102.00
31/12/2025	Villa Rd Ltd	Maisie's Meadow Phase 2 20%	10,366.31
31/12/2025	Villa Rd Ltd	Maisie's Meadow Phase 2 40%	20,732.59

19/12/2025	Villa Rd Ltd	Maisie's Meadow Phase 2 Final 40%	19,436.81
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11. PLANNING MATTERS

Councillor Rowe advised that he review the planning application for 24, Grant Road, Spixworth and circulate his comments to the council.

12. AMENITY MATTERS

The council's streetlight contractor Cozens carried out a 6 yearly electrical and structural of Spixworth 282 streetlights. The report identified that 11 columns required replacement. Councillor Cullington inspected the streetlights and reported that at present only 5 columns required replacement and he would continue to monitor the 6 streetlights.

The council agreed to replace 5 streetlight columns at a cost of £7,975 + VAT.

13. NORWICH AIRPORT CONSULTIVE COMMITTEE

Councillor Daly represented Spixworth Parish Council at the Norwich ACC meetings. As Mr Daly has now stepped down from the Parish Council Councillor Hancock will now attend the meetings and report back to the council.

14. TO AGREE THE DATE OF THE NEXT MEETING

The next meeting will take place on Tuesday 13th January 2026.