

MINUTES OF THE ANNUAL COUNCIL MEETING OF SPIXWORTH PARISH
COUNCIL HELD AT SPIXWORTH VILLAGE HALL ROOM 84 AT
7:45pm ON TUESDAY 5TH MAY 2026

PRESENT

PARISH

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

COUNTY

COUNCILLOR: Mr D Roper

PARISH CLERK: Mrs C. Lake

Reports and Parishioner's Question Time

AGENDA

**1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF
ACCEPTANCE OF OFFICE AND MEMBERS INTEREST**

The Council elected Councillor Paul Rowe as chair of Spixworth Parish Council.

2. TO ELECT A VICE CHAIR FOR 2025/26

The Council elected Councillor Matthew Field as vice chairman.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Written apologies were received from Councillor S Holland; verbal apologies were received from Councillor I East and accepted by the council.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

**5. PUBLIC SPEAKING TIME AND TO RECEIVE REPORTS FROM POLICE,
COUNTY AND DISTRICT COUNCIL**

No members of public were in attendance.

6. HIGHWAY MATTERS

Large pothole reported on Crostwick Lane o/s shops, clerk to report to NCC Highways.

7. CO-OPTION OF PARISH COUNCILLORS

No co-options received.

8. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on the 7th of April 2026 were proposed by Councillor Harmer, seconded by Councillor Cullington, and signed by the Chairman as a true record.

9. TO RECEIVE MONTHLY ACTION PLAN UPDATE

The clerk circulated a copy of the latest action plan. It was suggested that as highways would not allow any parking posts to be installed in front of Maisie's Meadow gate the Parish Caretaker could paint a yellow hatched area to indicate that access is required onto the meadow 24/7.

Councillor Field suggested having a communal garden on Maisie's Meadow and advertise interest in the parish magazine and social media.

10. FINANCE

10.1 Balances were noted. The following payments (tabled) were authorised for payment in accordance with the budget as per tabled schedule 5th May 2026.

10.2 Bank Reconciliation as of the 28th of April 2026 was noted and signed by the Chairman.

10.3 The internal auditors report for 2025/26 was noted.

10.4 Section 1 of the Annual Governance Statement for 2025/26 was approved and signed by the chairman.

10.5 Section 2 of the Annual Governance accounting statement figures were approved.

10.6 The clerk received a request for the council to provide a harness for the accessible swing located on the play area at Spixworth Village Hall. The clerk contacted HAGS who originally installed the swing. HAGS stated that due to constant damage and theft of the harnesses they no longer provide these. Harnesses can be purchased separately but there is no guaranteed how long the straps would remain on the swing. It was suggested that anyone who required the harness straps could purchase them directly from HAGS and keep as their own property using them as and when needed.

10.7 A parishioner had reported to the council that a tree was overhanging onto their property located at the end of the footpath from Park Road through to Arthurton Road. The quote received to cut the tree back was £420 + VAT. The Council suggested that the Parish Caretaker could cut back the lower branches to bring down the costs. Bring back to council meeting upon further investigation.

10.8 Following on from the tree planting on Maisie's Meadow a revised ground maintenance quote for 2026-27 was drawn up by Norse. It would cost the council an extra £1,114.89 per year to main. The council suggested removing the cost to cut back the meadow side of the hedge as trees would eventually function as an additional barrier. Clerk to obtain revised quote.

Receipts and Payments May 2026

Date	Description	Supplier	Total
01/04/2026	Payment - Solicitor appointment to discuss Trustee matter relating to occupation licence	Cozens Hardy	-300.00
13/04/2026	Payment - Parish Online March 2026-2027 Annual Domain and GOV.UK email package	Parish Online	-259.20
13/04/2026	Payment - Meeting Room Hire February 2026	Spixworth Village Hall	-32.00
13/04/2026	Payment - Annual Charge for Dog Bin Servicing 1/4/25-31/3/26	Broadland District Council	-3,477.00
13/04/2026	Payment - Annual Litter Bin Emptying Service	Broadland District Council	-2,587.80
13/04/2026	Payment - Allotment Water Charges 22.10.25-20.2.26	Spixworth Village Hall	-84.26
13/04/2026	Payment - Meeting Room Hire March 2026	Spixworth Village Hall	-16.00
13/04/2026	Payment - Streetlight Maintenance February 2026	Cozens	-102.00
22/04/2026	Payment - Streetlight Energy 1/3/26-31/3/26	SSE ENERGY SOLUTIONS	-2,037.78
23/04/2026	Receipt - First Instalment Precept	Broadland District Council	62,920.00
23/04/2026	Payment - Staff Wages	Staff	-3,244.54
23/04/2026	Payment - Personal staff payment deducted from wages	DWP CMG EMPLOYER	-246.21
23/04/2026	Payment - HMRC Tax Payment April 2026	HMRC	-947.07
23/04/2026	Payment - Pension Contribution April 2026	Norfolk Pension Fund	-1,064.74
23/04/2026	Payment - Glue for Orchard Road Swing	Kelly Holmes	-4.99
23/04/2026	Payment - 4 x replacement posts for Allotment Area	Kelly Holmes	-25.58
23/04/2026	Payment - Extra key cut for Maisies Meadow Gate	Kelly Holmes	-4.50

OUTSTANDING PAYMENTS- agreed at Parish Council Meeting on the 5th of May 2026

PAYMENT TO MADE ON	PAYEE NAME	PAYMENT DETAILS	AMOUNT £
6/5/2026	Spixworth Village Hall	Allotment Water Charges 21.2.26-20.3.26	36.11
6/5/2026	Spixworth Village Hall	Car Park Rental for PC Container	75.00
6/5/2026	Garden Guardian	Grass Cutting April 2026	1735.20
6/5/2026	Cozens	Streetlight Maintenance March 2026	102.00

11. PLANNING MATTERS**Ref:**2026/0778**Proposal:** Replacement rear extension and associated internal alterations.**Location:** 36 Rosetta Road, Spixworth**Comments:** No comments**12. ALLOTMENT MATTERS.**

- 13.** It had been brought to the Parish Council attention that a plot holder had erected a structure on their plot which was outside of the agreed measurements. The plot holder had not filled out a permission form for the structure and has said that the rules were not clear as it only stated specific structures e.g. shed, polytunnel and greenhouse.

The Council were happy for the structure to remain in place but that it had to be reduced in size to keep things consistent across the allotment site for all plot holders.

14. AMENITY MATTERS

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Chairman 2nd June 2026

No matters reported.

15. ANNUAL POLICY REVIEW

14.1 The council reviewed and agreed the Financial Regulations policy.

14.2 The council reviewed and agreed the Risk Assessment policy.

14.3 The council reviewed and agreed the internal Control Statement.

14.4 The council reviewed and agreed the effectiveness of the system of the internal audit.

14.5 The council reviewed and agreed the code of conduct policy.

14.6 The council reviewed and agreed the assets policy.

14.7 The council reviewed and agreed the standing orders.

meeting. Councillor Rowe proposed that the council adopt the above policies all were in favour.

16. TO AGREE THE DATE OF THE NEXT MEETING

The date of the next Parish Council Meeting will be held on Tuesday 2nd of June 2026 at 7:00pm in room 84, at Spixworth Village Hall.

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Chairman 2nd June 2026