

Spooner Row Community Council

Meeting Minutes

Thursday 22 August 2019, 7.30pm

Present: Julian Halls – chairman Julie King – temporary clerk
Tony Cleary
Robert Foster
Susan Hewitson
Martyn Lemon
Stephen Ward
Neil Griffin

Members of the public: Christina Taylor from Forest Schools

1. Apologies

None.

2. Declaration of Interest for Items on the Agenda and Dispensations for Councillors with a Pecuniary Interest

None.

3. Minutes of the meeting on 27 July 2019

The minutes were signed as a true record of proceedings.

4. Public Participation

Christina Taylor from Forest School spoke about possible tree planting. There was an opportunity to apply for trees, free of charge. The application process opened on 22 August and the trees would be delivered in March 2020. It was noted that whilst the adjacent landowner had been written to regarding ownership of the boundary hedgerows, no response had been received. Martyn Lemon agreed to liaise with Christina regarding the proposal and Julian Halls agreed to ask Wymondham Town Council's clerk for copy of the deeds to assist with ownership of the boundaries. It was noted that no decision could be made regarding this item as it wasn't on the agenda, in addition boundary ownership would have to be established before further action could be taken.

5. Bank Account

The bank was still querying the paperwork that had been submitted. Stephen Ward would telephone them to establish what was required.

6. Communications Update

It was noted that the Twitter account was up and running, there were currently seven members. It was hoped that publicity in the recently delivered leaflet would add to the

numbers.

Most of the leaflets had been delivered, Robert Foster asked that any discrepancies in the distribution list provided be fed back to him for future use. It was noted that the leaflet had been produced quickly so that the clerk vacancy could be included, in future more time would be taken. It was noted that the Councillors had been listed as representing either Spooner Row, Sutton or Wattlefield, and it was queried as to whether this was the best way of expressing it. It was also noted that when voting to undertake a leaflet drop, the Council hadn't considered and voted on the cost, which should be done in future. The printing of the leaflet had cost £35, the invoice would be presented at the next meeting.

The WhatsApp group of Council Members had been set up, Julian Halls to provide his mobile number to Stephen Ward so that he could be added.

7. Website

a) Domain

Robert Foster explained that he had purchased the domains of www.spoonerrow.cc and www.spoonerrow.co.uk. He had looked at including Sutton and Wattlefield in the name but had concluded that it would make it too long and more difficult to remember.

Councillors considered incorporating Sutton and Wattlefield and whether a .gov or .org domain would be more suitable.

It was agreed to defer the decision until the following month and Julian Halls would establish the cost of a .gov domain.

b) Establishment and maintenance

Councillors gave consideration to what should be included on the Council's website including community details, local walks and the history of the area.

It was noted that Robert Foster had arranged for a draft website to be established and this was nearing completion, the annual hosting cost with the current provider would be £80 per year and there was no set up cost. **It was agreed to defer the decision until the following month when the website could be shared with Councillors and they could consider whether they wished to proceed and decide on content.**

8. Noticeboards

Stephen Ward had started to look at the provision of noticeboards and asked councillors for guidance regarding specification before bringing a costed proposal to them at the next meeting.

The following was agreed so that prices could be obtained:

- the notice board at the Village Hall should be replaced and two addition boards provided, one in each of Sutton and Wattlefield.

- the Sutton board could be sited at the site of the redundant bus stop and the Wattlefield one at the T-junction at the end of Guilers Lane. Landowner permission would be required.
- the boards would not be labeled but instead the Community Council's logo would be posted inside the boards
- quotes for three different sizes would be obtained with the possibility that Sutton and Wattlefield may not require such a big board
- quotes for a range of materials would be obtained but metal or wood were preferred to plastic
- quotes for a range of prices would be obtained

It was noted that there would be a need for the noticeboards to be managed, this could be done monthly when the agendas were published.

Consideration was given to purchasing a K6 telephone kiosk to be used as a library as well as a noticeboard in Sutton and/or Wattlefield.

9. Playing Field

It was noted that Robert Foster had arranged for Norse to undertake a cut since the last meeting and had liaised with Wymondham Academy who would be providing an invoice for their second and subsequent cuts.

Three quotes were provided at the meeting for the remainder of the season and it was agreed that Norse would undertake the cutting for the remainder of the season (four cuts) at a cost of £292.32 (excluding VAT), proposed by Robert Foster, seconded by Julian Halls, all agreed.

Consideration was given to the required hedge cutting, Robert Foster agreed to obtain quotes.

Martyn Lemon agreed to obtain a quote from Wymondham Academy for the grass cutting for next year.

10. Bench Refurbishment

Robert Foster and Neil Griffin had removed the back board, believed to be mahogany, and had taken it to Edward Peters for refurbishment. New bolts had been purchased from Stanley Steels at a cost of £5 and the legs would be painted using masonry paint (supplied by Neil or Susan Hewitson). It was hoped that the work could be completed before the schools went back.

11. Dog Bin Installation

The bins for top common, Fiveways and the playing field had been installed. Robert Foster was waiting for Highways to strengthen the post in Sutton before installing that bin.

12. Parish Partnership Scheme 2019-20 and

13. Use of the Community Infrastructure Levy Payments

Consideration was given to various possible community improvements:

SVH

Troddpath

The cost was approximately £100 per metre. The distance from the A11 slip-road junction to the playing field entrance was 565m equating to a cost of £56,500, the distance from top common to the playing field was 193m equating to £19,300.

It was possible that some of this distance could be offset by paths provided by developers.

To proceed with either option, long term planning would be required along with canvassing opinion and more would need to be known regarding the two developments.

Purchase of triangle of land

Likely cost around £30,000, could be used as a community facility. Again, it would be necessary to socialise the idea and to consider the wider plan of how the area should be developed.

It was agreed that Tony Cleary would begin opening channels of communication, by speaking with planners and development companies, all in favour.

SAM 2 speeding device

There would need to be a minimum of three locations for this to be used and options were considered. Julian Halls agreed to obtain a quote and to work up a proposal.

14. Litter Bin

Consideration was given to purchasing two new ballasted litter bins for the playing field and Fiveways, the existing redundant bins would be disposed of. The bins would be emptied by South Norfolk Council free of charge and Robert Foster would liaise with them once the bins had been installed. Robert and Neil Griffin would install the bins using, if necessary, a concrete slab.

It was agreed to purchase two black copperfield round 90 litre litter bins from Street Solutions at a total cost of £379.98 incl VAT and delivery and to spend an additional maximum of £50 on installation, proposed by Martyn Lemon, seconded by Julian Halls all in favour.

15. Legal Transfer of Land

Three quotes had been obtained and were presented at the meeting along with a proposal to council by Robert Foster. Consideration was given to the need for searches and it was agreed these were not needed.

SM Cethin
It was agreed to appoint Ward Gerrin Archer LLP at a quoted cost of £440 plus disbursements, up to a maximum of £750, proposed by Julian Halls, seconded by Stephen Ward, all in favour. Robert Foster would lead on this.

It was noted that once the transfer had been completed, it would be necessary to instruct the school that the Community Council were the new landlords and that future payments should be made to the Community Council.

SLH

16. Training

Councillors agreed to look at the training available and to let the clerk know of requirements.

17. Inspection and Maintenance of Trees

It was agreed to defer this until the ownership of the boundaries could be established and it would be included as part of a proposal for the whole site.

18. Finance

The following payments made since the last meeting were noted:

- a) None, the invoice from Norfolk ALC was yet to be received.

19. The following were agreed and paid

a) NPTS	Clerical hours and expenses to 2/8/19	£298.26
b) Mr. R Foster	Test payment to bank account	£1.00
c) Mr. SMR Ward	Stamps	£4.20

20. Asset Order

Julian Halls declared in interest as a Councillor of Wymondham Town Council and did not take part in the discussion.

Stephen Ward explained that the amount owed to the Community Council by Wymondham Town Council was potentially made up of two parts. Wymondham Town Council had to pay over a proportion of uncommitted Community Infrastructure Levy (CIL) monies and 4.35% of any uncommitted cash balance.

It was agreed that Stephen would write to Wymondham Town Council asking them for the contribution under both parts. If the response was unsatisfactory then assistance would be sought from South Norfolk Council and Norfolk Association of Local Councils.

21. Items for the Next or Future Agendas

The following items would be considered:

- Future maintenance of Playing Field
- Adoption of outstanding policies
- Parking in the community
- Car park signage
- Appointment of a Clerk

22. Date and Venue of Next Meeting

Thursday 26 September, 7.30pm, Spooner Row Village Hall.

The meeting closed at 10.10pm.

Chairman's Signature.....*Julian Halls*.....

Date.....*26/9/19*.....