



Spooner Row, Sutton & Wattlefield
Community Council
Where community matters

Meeting Minutes

Thursday 28th November 2019, 7.30pm, Spooner Row Village Hall

Present: Julian Halls (Chair) Martyn Lemon
Tony Cleary Robert Foster
Stephen Ward
Susan Hewitson
Janice Dore – Clerk

Members of the public: two including Peter Jordan, CEO Enrich Learning Trust, and a resident.

Colin Folger, County Councillor, Chair of planning for County and Chairman of NDR working group.

1) **Apologies**

Apologies from Neil Griffin. Round the table introductions were made for the benefit of guests

2) **Declarations of interest & Dispensations**

Julian Halls would step aside from taking part in planning items because he is on the South Norfolk planning committee as a district councillor.

Martyn Lemon is Chair of Governors for Spooner Row Primary School.

3) **Minutes of the meeting held on 26 October 2019**

Minutes were agreed and signed as a true record of proceedings after the addition of three words (and associated software, to the agreed purchase of a laptop).

4) **Public participation**

Peter Jordan CEO of Enrich Learning Trust gave a short presentation detailed under item 9.

Planning

Martyn Lemon took the chair

- 5) **Planning application 2019/2186 land Holbrook Business Park, London Road, Sutton** – Replacement of two temporary modular buildings with one temporary two storey modular building for staff and operations for a period of up to 3 years including the relocation of 6 vehicular parking spaces. There are no houses nearby. **It was agreed unanimously that there were no objections.**
- 6) **Planning Application FUL/2019/0010, Old Composting Works on Old Buckenham Road, for change of use.** Carleton Rode had notification, but we did not. **It was agreed we did not need to respond as planned route is not through Spooner Row, Wattlefield or Sutton and does not impact on our villages.**

Consultations

Julian Halls retook the chair

- 7) Retrospective Planning permission 3PL/2018/1262/F, land adjacent to The Barn, Heron Farm, Besthorpe. Change of use from Agricultural Land to Open Air Storage (Plant, Materials and Aggregates in connection with the Operations of Newhall Plant Ltd) **Agreed no action.**
- 8) Local Government Boundary Commission consultation on new Council boundaries and Division Boundaries. **Agreed no action.**
- 9) **Presentation to Councillors by Enrich Learning Trust proposal for reviewing Lease options and enhancements to Spooner Row Primary School.** Peter Jordan gave a presentation detailing the reasons why the school wishes to expand to provide more room and a better environment for the children. Peter would like to lease a section of the field from the Community Council. This would be fenced off from the main public access field for safeguarding reasons. This would provide room to move the mobile classroom and free up car park space for the village. Pre-school would have direct access to the car park. School employees could park on the existing playground. **Stephen Ward proposed we should work with Enrich Learning Trust to explore options that are mutually beneficial to both the school and the community and Tony Cleary seconded the motion which was carried unanimously. Tony, Robert Foster and Sue Hewitson voted in to be a steering group to develop options. It was requested that all leased documents be made available to council and any gentleman's agreements in place relating to the school field be uploaded to the Onedrive for consideration (this may not be possible for legal reasons-Clerk)**

Finance

- 10) The following were agreed and paid
 - a) Janice Dore Salary and expenses for October £193.57
 - b) NPTS training and support subscription 2019/2020 £120
 - c) NPTS Induction Course for Clerk £44
 - d) Janice Dore Salary and expenses for November £294.46
 - e) Janice Dore Salary and expenses for December £193.57
 - f) Robert Foster items for bench refurbishment £24.27
 - g) Robert Foster purchase of the Laptop £343.98

11/11

- 11) The Bank account is set up and we have online access.
- 12) Stephen Ward has registered with the Information Commissioners Office. Following research he found that we did not need to register with the ICO. **This was agreed.**
- 13) We are registered with HMRC and set up online.
- 14) WTC had proposed an increase to the Community Governance Order payment of £435, resulting in a new total payment of £11,413.15 to Spooner Row Community Council. To confirm the monies owed, WTC had provided evidence of committed funds, predominantly on their New Council Offices. Councillors discussed checking with NALC Legal to see if they agree with WTC's method of calculation. In addition, the RFO would write to SNC and WTC regarding the monies committed to dilapidations, to ensure any future unspent monies are returned.
- 15) Reconciled end of quarter financial statement was discussed in detail and **agreed as accurate.**
- 16) A proposal for setting the precept was put forward by the RFO. As requested, the council moved onto to discuss the mind map and its potential impact on the precept. The discussion was principally concerning those items, marked in red and as such not complete, on the mind map. JH agreed to look at these and work up a proposal as to how we might address these and to bring this back to the next council meeting for consideration. **It was agreed that the proposal would be published on the Spooner Row message board for public comment, with a final decision on the precept scheduled for the next council meeting on Saturday 18th January 2020.**

Communication

- 17) Twitter is complete.
- 18) Almost everything has been copied to Onedrive, but Box is left exactly as it is for now. NPTS has requested that we remove all documents from Box in due course. Licencing was discussed as to whether we are personal or business. **It was agreed to buy a business licence at £7.99 per month. (See item 28). Stephen Ward would complete the move to Onedrive from Box.**
- 19) a. Website has been paid for the next 18 months. **It was agreed the Domain cost of £19.97 pa.**
 b. Nick Burr has agreed to continue to maintain the website. The cost of coding to be sought. **It was agreed cost needs to be investigated.** Robert proposed a meal or voucher for Nick Burr to recognise his hard work. **It was agreed that this cost could come from Chairman's Fund as a thank you. It was agreed that website would go live by 1st December 2019.**
- 20) Regarding noticeboards Stephen suggested 2 and these would cost £1900 each with Perspex front and oak posts. Julian will add this question to the proposed survey. It was noted that a noticeboard already exists at the village hall in Spooner Row and other locations should be considered. **It was agreed to proceed with a noticeboard for Sutton only for now and this to be located at the corner of Eleven Mile Lane and Sutton Street close to the existing post box.**

Playing Field

- 21) Quotes for hedge, ditch and rough maintenance area costs were discussed, with consideration given to suppliers. After thorough examination costs and times were agreed. **It was agreed to go with Norse at 11 times per season at an annual cost of £803.87 and additionally with strimming £340.08 for 2020.**
- 22) Fabled Forest – defer to next meeting.
- 23) Signage discussed. **It was agreed to combine ideas and produce final wording for the next meeting.**
- 24) Martyn Lemon has discussed the matter with the vehicle owner. **It has been requested by Robert Foster to discuss further at the next meeting.**
- 25) **Julian Halls and Robert Foster to liaise to agree number of trees that might need attention and agree the way forward.**

New Items

- 26) **It was agreed a mouse was required for clerk, but Martyn Lemon gifted his.**
- 27) **It was agreed to purchase a virtual phone at £5.95 per month, with a local number and cascade facilities. Stephen Ward to action.**
- 28) Software Licencing required for Microsoft Office Business. **Martyn Lemon has offered to deal with Software Licencing if required.**
- 29) Proposal Documents and comment sheets- to be discussed at the next meeting next meeting. **JH to action.**

Projects

- 30) Application for SAM 2 speeding device is complete. Colin Foulger CC has sent in a letter of support. **It was agreed Clerk to send in application before 6th December 2019.**
- 31) Council priorities and long term plan was covered in item 16.

Ongoing Items

- 32) Refurbishment of the bench is complete.
- 33) Dog bin instalment is work in progress.
- 34) Litter bins are weather dependant and a work in progress.
- 35) Nothing heard regarding legal work required for the land transfers from WTC. **Action- Julian Halls to find out who to chase so that we can progress with WTC and pass to Robert Foster.**

- 36) Training requirements -Defer to next meeting except in relation to the clerk who may seek further training before next meeting.
- 37) Regarding street lamps **it was agreed to keep existing and Robert Foster would liaise with Helen Sibley at SDC for the latest position as to where we are re adoption.**
- 38) Storage of documents was covered in 18 where **it was agreed that SW to progress with transfer of all remaining docs into one drive from Box.**
- 39) Litter picking hub – Deferred to next meeting but **with Sue Hewitson.**
- 40) CPRE Request to sign pledge- Defer- **JH to provide further update following reply from CPRE.**

Councillor Updates

- 41) No updates.

AOB

- 42) Councillors to contact JD with any items as soon as possible please not just before the meeting as they will not be included if requisite notice not given.

Clerk and Proper Officer's Appointment

- 43) No public to exclude.
- 44) Contract agreed by Clerk who will do final check, and sign and retain. ML to retain paper copy and to be posted in One drive? This will however be unavailable to public as it relates to personal salary and contract conditions.

At the request and with the agreement of the Clerk, the pension requirements were deleted.

This was countersigned by Chair.

Next meeting confirmed at Spooner Row Village Hall, Saturday 18th January 2020
9.30 am.

The meeting closed at 10.30 pm.

Ann L. Nellis