

Spooner Row Community Council Meeting Minutes

Thursday 28th May 2020, 7.30 pm, Video Conference

Present: Julian Halls (Chair) Martyn Lemon
Stephen Ward (RFO) Robert Foster
Susan Hewitson Tony Cleary
Janice Dore – Clerk
Members of the public – None

Due to Corona Virus and the resultant Government direction on social distancing it was not possible for the Community Council to meet in person. The Local Authorities and Police and Crime Panels (Coronavirus) Regulation 2020 No.392, which came in to force on 4 April 2020, has legislated for remote attendance at Council meetings through electronic, digital, virtual locations and telephone conferencing. Therefore, attendance at his Council meeting for all councillors and any members of the public was through the Zoom video conferencing application. The Agenda was therefore restricted to essential, urgent, and important matters only.

1. **Apologies**

Apologies from Neil Griffin.

2. **Declarations of interest & Dispensations**

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

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

3. **Minutes of the meeting held 25 April 2020.** Minor amendments were discussed and would be corrected before publishing. Relating to item 26 the Key Performance Indicators (KPI) for the clerk. Clr J Halls reported that the document was being drafted and needs to be discussed with the clerk and agreed before it can be brought back to council and explained. This action was proposed by Clr M Lemon and seconded by Clr J Halls. **Minutes were agreed and will be signed as a true record of proceedings when this is possible. Until signed they are not considered official.**

4. **Opportunity for Public participation.** No public attended.

Planning – Cllr Martyn Lemon Lead

Cllr Martyn Lemon took the chair.

5.

- a) Planning Application 2020/0758 Chestnut cottage, Sutton street, Sutton NR18 9JJ New Cart Lodge. This has already been approved on 22nd May 2020. **It was agreed that there was no action to take.**
- b) Planning Application 2020/0719 The Bungalow, 28 Queens Street, Spooner Row NR18 9JU. Change of use to cattery. Discussed that the premises had been used as a cattery in the past and that there was no change to the existing building externally. If they comply with environmental guidelines, we could see no objections. **It was agreed that there were no objections. Clerk to respond.**

6. There had been no further contact from KCS Developments, since Cllr M Lemon wrote asking for their latest plan. Councillors discussed that they would like to understand the current plans from all developers and that it was also important to understand the views of the community. It was therefore considered important that the residents survey is undertaken as soon as possible. In the meantime, it was felt it was important to develop a relationship with all local landowners, by engaging with them, to understand their plans. It was considered important that the Council need to promote maintenance of the rural feel of the community and how important access to land for community benefit was, for example increased footpaths. **This action was Proposed by Cllr R Foster and Seconded by Cllr S Ward. It was agreed Cllr T Cleary would take the lead on liaising with local land owners and developers. Further Cllr T Cleary will ask councillors for suggestions for community requirements. Letter to be drafted and Cllr M Lemon and Cllr R Foster to look at draft letter and comment.**

Cllr Julian Halls retook the chair

Finance – Cllr Stephen Ward, RFO Lead

7. Payments authorised by the RFO Cllr Stephen Ward since the last Committee meeting on 25th April 2020.:

- a) Donation to Acorns: **£300.00** paid on 20th May 2020.
- b) David Brassey Play Safety Inspections for inspection of children's play equipment: **£120.00** paid on 20th May 2020 (Invoice due on 22nd May).
- c) Greenscape for grass cutting and strimming the playing field: **£108.00** paid on 20th May 2020 (Invoice due on 19th May).

8. The following payments were agreed unanimously:

- a) Salaries for May 2020: **£193.57**
- b) Cllr R Foster for purchase of wooden post from B&Q for playing field car park sign: **£20.20**
- c) Imprint Signs & Graphics Ltd for playing field car park sign: **£54.00**
- d) Net Communications for SSL fix to www.spoonerrow.cc website: **£25.00**
- e) Norfolk PTS annual subscription **£202.98**
- f) NALC annual subscription **£164.54**

It was agreed that all payments were approved.

Playing Field.

9. Clr M Lemon updated the Council on playing field maintenance
 - a. An invoice had been received from Greenskape for a single cut and strim of the 2 which had been agreed. They had also provided a 3 year contract proposal. Council needed to decide if they wish to accept this contract.
 - b. Clr Foster addressed the meeting. He had concerns about entering a 3 year contract. The consensus in Council was not to enter a 3 year contract and not to start any contract when partially through the cutting season.

A proposal was put forward by Clr S Ward to pay in advance for every 2 cuts until the end of this season with a view to entering a longer-term contract the following year.

The proposal was seconded by Clr J Halls. All agreed with this action and for Clr M Lemmon to continue to negotiate with Greenskape for agreement.
10. Clr J Halls updated regarding the play area action plan. He has sprayed with roundup and the weeds and grass are dying back and is willing to do a quick tidy. Regarding painting the equipment, he suggests that we use professionals who would provide guarantees and have insurance. Clr R Foster would like to use local businesses has a contact with 3 staff. David Bracey could come back and reappraise. Wicksteeds provide the professional paint and may have contacts. There are concerns over Health and Safety and we need to demonstrate professional competence. The boards are warped, and we will expose ourselves to criticism if there is mould growing. **It was agreed that Clr R Foster would seek contractors in connection with the painting work, with a requirement for 2 quotes and would also contact Wicksteeds regarding both the boards and paint.**
11. The sign for the disabled car park space will be the same size the car park sign and will go on the gate. In addition, there will be small signs with a phone number for small accidents. There is a 3 key word app that the emergency services use to identify an exact location which could be added. **It was agreed that Clr R Foster would action this with only 2 quotes.**

Ongoing Item

12. Clr J Halls briefed the Council that there was nothing to update on Land at: Plots 1-8 Land to the East of London Road, Sutton; the Unofficial G&T site.
13. Clr J Halls and Clr S Ward said there was no change for COVID-19 Update.

Projects

14. Clr S Ward gave an update on Sutton noticeboard. Planning permission had been granted on 27th May and therefore Clr S Ward reported that he had instructed Harry Stebbings workshop to commence manufacturing the noticeboard. The only change to the original specification was that due to supply issues the Perspex would be replaced with toughened glass at no additional cost. **This was agreed and Clr S Ward to organise.**
15. Application for SAM 2 had been put on hold indefinitely by Norfolk County Council. Councillors expressed dissatisfaction with the situation as this was funding for a safety enhancement scheme, which also supported a local business; the sign manufacture was based in Norfolk. Councillors wished to know what will be happening with the money and could the Council pay for the device in full to get it purchased and then recover it once the grants become available? We want to keep

all local businesses afloat and council will be meeting on Zoom. The delay is not acceptable. **Clerk to chase up and copy in Cllr Colin Foulger to put pressure on.**

Communication.

16. Cllr J Halls presented an update on the draft resident's survey. Numerous ideas came forward following email contact on 14th May. The survey needs to be done. Cllr R Foster's 2nd version was favoured with tweaks. **Agreed Cllr J Halls will proceed with the survey.**
17. Cllr R Foster gave an update on website, who was concerned as to how we want to use the website going forward. Agendas and Minutes were not in the public domain and need to be published. It was noted that there is a new person taking over Village Hall contact and the booking secretary website with email which we need to put on our website. The question had been asked on the Spooner Row message board if we are supporting local businesses following a complaint that "The Bunwell Shop" was effectively being "advertised". Cllr R Foster explained there is a generic offer to all businesses to advertise on the website and this is to be encouraged. It was agreed to restrict this within a 2 mile radius. He added Council will take neither responsibility nor recompense for businesses on the website. Concerns raised over unpleasant ANON messages on the message board. **It was agreed that we would no longer engage with ANON messages. A trial of "posting the answer on the website" with a link would be arranged. Any complaints should be directed onto the Council website where a full response will be issued. Cllr R Foster to inform council of the number of users at the next meeting.**
18. Parish Friend of the Mobile Library Scheme. **Deferred**
19. Minutes are to be posted on the website. **It was agreed that Clerk would remove DRAFT from documents and move them to published and they can be published on the website once agreed. The chairman's signature will not appear but will say accepted as true and accurate record.**

Public excluded

20. Cllr J Halls proposed a new paragraph 11 for the code of conduct. This had been circulated. Following some discussion, it was obvious that some councillors were unhappy with this. It was noted that there is no formal penalty even if adopted. **Voting took place on adopting the paragraph with a majority of 3 to 2 in favour with 1 abstention. Cllr J Halls was not content to proceed to adopt on that basis. It was agreed that Cllr S Ward would review and redraft with an alternative version and bring back to the council.**

Matters for next meeting and any emergency items.

Next meeting to be confirmed, Thursday 25th June 2020 7.30 pm.

A zoom link is to be advertised and go on the messageboard to allow public participation.

The meeting closed at 10.15 pm.

Chairman's signature..... Date