

Spooner Row Community Council Minutes

Thursday 13th of January, 7:30pm, 2022, Spooner Row Village Hall.

Present:

Sue Hewitson	SH Chairman
Julian Halls	JH Vice Chair
Stephen Ward	SW RFO
Bernard Mansell	BM
Martyn Lemon	ML
Robert Foster	RF
Dawn Clarke	DC Parish Clerk to the Community Council

1.	To consider accepting apologies for absence.	
	None. The Chair welcomed all and acknowledged the resignation of Councillor Graeme Turrell. Councillor Julian Halls read the following statement: 'I wish to re-affirm my commitment to comply with all council policies and procedures, which I do this already. I want to put it on record as well that I will no longer engage with Robert on any level unless as part of a council wide request to do so. For example newsletter articles or matters that we need to respond to as councillors in relation to full council matters and I also undertake to not respond to anonymous posts on the message board in my capacity as a Community Councillor unless to not do so is in clear breach of Nolan principles or Council Policy or is an Emergency. This non engagement relates to email traffic, posts and otherwise'	
2.	To receive declarations of interest on items on the agenda and consider any requests for dispensations.	
	ML is Chair of Governors for Spooner Row Primary School with no pecuniary interest. JH to step aside from taking part in planning matters because he is on the South Norfolk planning committee as a District Councillor.	
3.	To confirm the minutes of the meeting held on Thursday 25 th November 2021.	
	The Minutes were accepted unanimously. Councillor Foster queried why deferred items were not carried forward from November's Council Meeting to the January Agenda. The clerk reminded all that they should respond with items to the agenda when emailed and the supporting documents should be present in SharePoint. If an item is missed, the councillor should tell the clerk at the earliest opportunity and not wait until the meeting to raise the item.	

4.	Opportunity for Public participation.	
	None in attendance.	
Planning – Cllr Martyn Lemon Lead		
5.	To consider responding to planning applications: a. 2021/2764 Land Opposite Turnpike Farm London Road Sutton Norfolk b. 2021/2744 Gurney Reeve Station Road Spooner Row NR18 9SR c. 2021/2613 Wharfedale House Bunwell Road Spooner Row NR18 9LH (By delegation to the Clerk) d. Any planning item that arrives after the publishing of the Agenda.	
	a. The owners of Turnpike Farm have been in touch with ML, who made no comment to the owner. The relocation of the entrance to the plot and build were discussed. The design was noted to reflect current thinking. No objection.	DC
	b. Removal of 'lean to' and extension to the workshop. No objection.	DC
	c. No objection lodged at the time by the clerk.	
	d. None.	
Finance – Cllr Stephen Ward, RFO		
6.	To consider approving the following payments: a. Salaries for January 2022 & Q3 Reconciliation: £480.31 b. Cllr Ward for Clerk's Microsoft O365 license: £11.28 c. Cllr Ward for RFO's Microsoft O365 license: £4.56 d. Cllr Ward for top-up payment to Number People: £5.00 e. Village Hall Hire (Oct & Nov 21): £32.50	
	Salary reflected expenses, uplift in pay rate, training and additional hours over Quarter 3. Small monthly payments (phone and licence) were discussed, the payment schedule will be kept as is. Proposed ML, Seconded JH, Agreed.	
7.	Presentation of the FY21/22 Q3 Financial Statement. SW detailed account movements and explained any variations. We are within budget for the year, except for training. The scrutineer (ML) noted he has checked the calculations.	
8.	To Set the Budget and Precept for 2022-2023 (P) 1. To propose that the council endorses an operating budget for FY 22/23 of £9,113. This takes into account previous years and known costs and reducing over budgeted items. Proposed SW, Seconded BM, Agreed 2. To propose the council endorses the earmarking of £93,000 against the following areas: a. General Reserve of £10,000. b. Election Reserve of £5,000.	

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SH.

	c. Queen's Platinum Jubilee Reserve of £15,000. d. Land Purchase Reserve of £35,000. e. 5-a-side Football Pitch Fencing Reserve of £20,000. f. Medium Scale Project Reserve of £8,000. Proposed SW, Seconded SH, Agreed 3. To propose that the council endorses a reduction in the Annual Budget for Projects, collected through the precept to £1,500; with no further precept levy for Major Projects until a major project is delivered. Proposed SW, Seconded JH, For 4, Against 2, Carried. 4. To propose the council endorses the setting of the annual precept for FY22/23 at £34.60. Proposed SW, Seconded JH, For 4, Against 2, Carried. 2021 precept was £69 and the rate of £34.68 for 2022. There is no legislation only guidance. Wymondham precept is around £100. RF brought up the possibility of the need to resurface the carpark. Potential projects were discussed but until a solid proposal was agreed then the budget was agreed to be sufficient. It was agreed that the council will consider a loan if it was required to complete a project. SW will explain to the parish via the website our intentions to reduce the precept and that the precept may need to increase to cover future projects. The precept form was signed.	SW
Ongoing Items		
9.	Update on the Jubilee Celebrations /SH	
	A virtual meeting was held with ML/SW/ SH and BB from the School. It was agreed that a celebratory event spread over 2 days. Using the community Council's play area (Playing Field), Village Hall and the Meadow. It is agreed to be a not for profit event. Tickets may be charged for but no profit made. (Food for example) Thursday 2nd June (Co-ordinated by SW) – Ticketed event - Beacon lighting 21:00 (dusk), Music, Food, bar – Adult focused, but not exclusive to adults. A trailer is being investigated as a stage. LG will support with some children's rides and supply a generator. Friday 3rd June Fete Event (co-ordinated by HW) – Village Hall & Meadow. Tea party & Games. BM asked to co-ordinate sponsorship with MT. BB would be the school interface and provide school made decorations & will use parent mail to inform about the events for the local parents.	BM

SH

	All events would be open to a wider audience. It was decided that monies were to be spent on children from or linked to the parish. Including those on the Northside of Sawyers Lane he fall outside the official boundary, but who are considered in the community. Toilets would be required, and insurance needs to be checked. Organisation will be a 3 way split with the Hall, School and Community Council. The fete will generate some revenue. CC will have a stand to publicise itself. ML has looked at other events, most seem to be scheduled for the Saturday but there is a lack of information. SW encouraged proposals for funding as soon as possible. A risk to loss due to the time specific items if the event is cancelled due to unavoidable circumstances was noted. (item 15 was discussed at this point)	
10.	Update on School /SH /ML	
	There has been a response by PJ regarding the lease. ET is waiting for their solicitors. PJ is waiting for a quote regarding the fence cost from the council to pass on numbers to the council. SH to return to PJ. SW will continue to invoice until the new lease is signed.	Enrich Trust SH
11.	To discuss activation of the guarantee for the goal nets /JH	
	JH has written to Harrods to understand the scope of the guarantee. The nets were purchased April 24th, 2021. The average life of a set of nets is unknown and they are out all the time. Holes appeared quickly after purchase. RF to liase with the Clerk and supply purchase documents and photos. Clerk to write to Harrods and ask if this wear is normal or is covered by the guarantee. Future purchases: to take wear and tear into account/life of the item. RF suggests purchasing a new set in spring and using the current set after repair as a back up.	DC RF
12.	To consider the letter to be sent regarding Holy Trinity Church /DC/RF	
	The Church has finally cut the hedges, the letter is to acknowledge the work that has been done and to highlight the work remaining. The trees require work. There is work needed to the ditch to enable the drainage of the road. SW asked for the letter to be shortened and focused. JH suggested environmental health may be a more appropriate route to address the state of the trees. SH will adjust the letter.	SH
Projects		
13.	To consider adopting Terms of Reference for the/JH/SH (P) - Highways Lead - Communications Lead - Clerk	

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SH

	JH raised this because he is concerned that there have been Communications or Highways issues that the council has not been informed of prior to happening. The idea is not to amend the agreed communications policy but to introduce a method to return concerns to the council of policy breaches. Para 6 would allow the council an ability to address an issue and return it to council. This is to make an addition to the Highways / Communications job description. The documents and SharePoint and policy documents did not match. It was agreed look again at the proposal, the first 3 paragraphs were about the operations. 3 paragraphs were about conduct. JH to return with discipline policy update and job description update.	JH
14.	To consider adopting amended Policy Documents/Clerk/JH (P) a. Communications Policy b. Complaints Process	
	Deferred	
15.	To discuss tree planting for the Queens celebrations /JH	
	ML passed on the 'Plant a tree for the Jubilee' information to JH. Tree planting could happen during the year and not on the date of the celebration. This is something we wish to consider. JH wishes to identify areas where planting could take place with native trees including fruit trees. SW suggested we put a metal ring around or a plaque to mark the trees. JH has been tasked to research and return with a proposal. SW asked if it is possible to plant an avenue – RF to approach Highways and ask about suitability of any verges in the parish. Proposed SH, Seconded BM, agreed.	JH RF
16.	To consider hiring a Mole Catcher for the Playing Field /RF (P)	
	There is a long history of moles on the playing field, it is infested now, time is short before the mole breeding season starts, this is now urgent. ML and RF have also spoken to a mole catchers and got quotes. Both have the correct certification. There are very significant differences in the method of work. Both quotes per session of catching. One offers a continual service with a one off charge. RF/ML to return to each and ask for a Safe Method Statement. Fencing off some areas will be needed with one. Due to the value another quote is required. RF to approach Abate in Morley for a 3rd quote. RF asked for Grass Cutting dates. ML has a contractor due to attend to give a quote for the drainage work. SW awaiting bills for asphalt and hedge invoices – it was suggested a chasing letter be sent and thanking if no invoice is coming. Decided not to pursue.	ML/ RF RF ML ML ML

17.	To discuss requesting a projector screen in the Village Hall /RF	
	SW states that we rent the room as is, it is not appropriate to ask for the screen. The notice board covers the wall area that was used in the past. Proposal to ask the council to provide a screen was not carried.	
Communication		
18.	Correspondence /DC a. Wymondham TC Town Plan requesting comments. b. MOP by email. Heritage. c. MOP by email. Complaint. d. Signal box removal. e. Any item received after the publishing of the agenda.	
	a. it was felt there was no impact, respond with 'no objection' b. Robert will take the items, Clerk to respond and supply contact details. c. Clerk needed to withdraw this item. d. Signal box is scheduled to be removed on Friday 18 February. This is during half term. The Carpark will need to be cleared, and the entrance of the carpark will need to be secured to prevent parking overnight. SA agreed to do any remedial work to the grass and requested our contractor's contact details. Communications lead to share the story and inform the community.	DC DC ML/DC RF
Meeting Closure		
19.	Matters for next meeting and any emergency items.	
	The meeting date in June is a bank holiday. It was agreed to move the meeting to 9 th of June 2022 Meeting closed at 21:47	DC
20.	To confirm date and venue for the next meeting; Thursday 3 February 7:30pm in Spooner Row Village Hall.	

Signed:



Dated:

3 Feb 2022

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