

Spooner Row Community Council Minutes

Thursday 5th of May 2022 at 19:30, Spooner Row Village Hall

Present:	Councillor Sue Hewitson Councillor Julian Halls Councillor Stephen Ward Councillor Martyn Lemon Councillor Bernard Mansell Councillor Robert Foster Dawn Clarke	SH JH SW ML BM RF DC	Chair Vice Chair until item 4 RFO, Vice Chair after item 4 (Arrived at 19:46 for item 4) Clerk to the Community Council
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1	To consider accepting apologies for absence	
	Councillor Martyn Lemon sent apologies as he would be late to arrive.	
2	To receive declarations of interest on items on the agenda and consider any requests for dispensations	
	Councillor Martyn Lemon is Chair of Governors for Spooner Row Primary School with no pecuniary interest. Councillor Julian Halls will not be taking part in individual planning applications as he is on the South Norfolk planning committee as a District Councillor.	
3	To confirm the minutes of the meeting held on Thursday April 7 th	
	Correspondence was read from Councillor Martyn Lemon. A statement was read by Councillor Robert Foster rejecting the minutes. The minutes were rejected as a draft. It was agreed to re-word item 4. The minutes to be represented on June 9 th	
4	The Appointment of a new Chair and Vice Chair	
	For the position of Chair: Councillor Martyn Lemon was proposed by Councillor Robert Foster Seconded by Councillor Stephen Ward. Councillor Martyn Lemon declined the position as he felt a 2 year term was better and would support Councillor Sue Hewitson as Chair. Councillor Sue Hewitson was proposed by Councillor Stephen Ward, seconded by Councillor Julian Halls, votes from SH, ML, BM. Councillor Sue Hewitson accepted the Chair position. For the position of Vice Chair: Councillor Stephen Ward was proposed by Councillor Sue Hewitson, seconded by Councillor Julian Halls, votes from SW, ML, BM.	



	Councillor Robert Foster was proposed by Councillor Martyn Lemon seconded by Councillor Stephen Ward, no votes. Councillor Stephen Ward accepted the Vice Chair position.	
5	Opportunity for Public participation.	
	None	
Planning – Councillor Martyn Lemon Lead		
6	To consider responding to planning applications: a. Any applications arriving after the publication of this Agenda	
	None	
Finance – Councillor Stephen Ward, RFO		
7	To note endorsed payments made since the last Committee meeting on 7 th April 2022: a. Flour Pot Catering deposit for QPJ Tea Party: £200.00 paid on 26 th April 2022. b. npower Q4 Electricity Bill for street lights: £58.95 paid on 27 th April 2022.	
	Payments had been made and it was noted as they had been previously agreed or contractual. Proposed SW, seconded SH, agreed. Councillor Robert Foster and Councillor Martyn Lemon queried the responsibility to share the cost of the Jubilee Celebration. Councillor Stephen Ward noted that we were late in planning, Councillor Sue Hewitson agreed and added that the Village Hall had not been asked for funding but were providing labour, the hall and equipment. The Jubilee Celebration is under budget. It was noted that Councillor Sue Hewitson has now used her ability to authorise payments.	
8	To consider approving the following payments: a. Salaries for April 2022: £254.90 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. Spooner Row Village Hall for meeting room hire: £39.00 f. NPTS for training seminar attended by Clerk and Cllr Mansell: £96.00 g. Frank Aldridge & Sons for QPJ Beacon oak post: £810.00 h. Cllr Hewitson for fabric for decorations: £124.75	
	Councillor Robert Foster queried item h, this is fabric that is going to be made into tablecloths for the Jubilee Celebrations, labour will be supplied by the Chair and other volunteers. Proposed SW, seconded BM, Agreed.	
9	Update on FY21/22 Q4 End of Year Financial Statement.	
	Councillor Martyn Lemon had not been able to sign off the Q4 financials in April. This has now been endorsed and uploaded.	

10	Presentation of Pg.3 of the Annual Governance & Accountability Return (AGAR).	
	Councillor Stephen Ward reported that the Auditor is very happy with our conduct as a mid-size council. The RFO read the AGAR statement and explained risk documentation. (Item 5) and we had followed the advice from the external auditor (Item 7) and reduced the precept. Proposed by ML, seconded SW, accepted signed by the Chair and Clerk	
11	To hear a proposal to approve Section 1 – Annual Governance Statement: Pg.4 of the AGAR; to be signed by Chair.	
	We are currently a mid-size council, the reduction in size will move us to a small size council. The clerk notes this will change our responsibilities. Proposed by SW, seconded ML, agreed. The AGAR was signed by the Chair and RFO.	
12	QPJ Beacon Trail sponsorship income.	
	The sponsorship of the 7 locations had generated £410, with one payment outstanding and items. Councillor Stephen Ward will write to each sponsor and provide a receipt. Councillor Julian Halls reminded council that at there was the 'concept of risk' that was used at District level. He would share this so we can possibly adapt it, Councillor Martyn Lemon clarified 'Risk as a Council, not Risk Assessment'	SW
Ongoing Items		
13	School Liaison (Verbal update) ML	
	Councillor Martyn Lemon reported that Key Stage 3 Standard Attainment Tests would commence the week of May 9 th . Bryony has agreed to loan benches and tables for the Jubilee Celebration. Sasha Furze has contacted Councillor Martyn Lemon and reminded him that the lease for the 5 year mobile site extension was not signed. The Community Council is waiting for Enrich Trust to complete the lease. Councillor Martyn Lemon to contact Pete Jordan for an update regarding the fencing cost for the playing field areas, as we have given agreement in principle. It is understood that there have been problems with Enrich Trust's solicitor, it was suggested we use our own solicitor and re-charge.	ML
14	Playing Field (Verbal Update) BM	
	Councillor Bernard Mansell reported that the playing field was OK. Councillor Robert Foster notes that the nets are 'not bad' and some retention clips are broken. He will contact Graeme Turrell and ask for his source. The playing field reports are kept on paper and updated weekly or monthly depending on the item.	RF

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SH

	The Beacon Post installation was scheduled in the next week. Councillor Martyn Lemon will respond with a date and time.	
15	Discussion and Adoption of Policy Documents /SH a. Code of Conduct b. Training and Development. c. Complaints policy and Procedure. d. Policy on Audio, Visual Recording and Photography at Council Meetings	
	a. It was proposed to adopt the Local Government Association Model Councillor Code of Conduct 2020 Proposed SW, seconded ML, agreed. b. It was proposed to adopt the Training and Development policy. The clerk was asked to check the spelling and grammar prior to being posted online. Proposed SH, seconded JH, agreed. e. c. Complaints policy and Procedure. The complaints log should be held in the Clerk's area of SharePoint. The subject of a complaint does not sit on the panel The time period to supply documentation to be equal. To return to the next meeting. f. d. It was proposed to adopt the Policy on Audio, Visual Recording and Photography at Council Meetings 'Including social media' to be added. Proposed SH, seconded BM, agreed.	DC
16	To discuss and allocate the Planning Policy Lead	
	After discussion regarding the role, Councillor Martyn Lemon was asked to take this lead. Proposed SW, seconded by SH, RF, BM, for. JH abstained.	
Projects		
17	Jubilee celebration update (verbal) SW	
	Councillor Martyn Lemon updated us with the sub-committees progress. Sponsorship has been covered. Bunting, waiting for the school to respond with the length. Councillor Martyn Lemon will start promoting the event with Councillor Robert Foster. Councillor Martyn Lemon has received permission to run an electrical supply from the school to the trailer which would be in a slip trench. Councillor Martyn Lemon would supply the proper IP rated leads, and we are waiting for the school to confirm that they have someone to open and close the school. Wristbands have been ordered for those who have pre-paid for food. The school will distribute via ParentMail the information that went to all residents, the school have already received the trail fliers. Children who are not at the Primary School are encouraged to join via the QR code. It was suggested that the carpark would be closed at 18:00 on the previous night. Carparking may be an issue. There is no provision for enough parking. It is imperative we encourage	

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SH

	people to walk or park on a friend's drive. It was noted that there would be on road parking. Parking in the carpark would be reserved for disabled. Lee Vasey has confirmed that he will bring a full band of 9, and will set up at 18:00. There is a South Norfolk Planning document (SAG) which will have all the timings. The tea party will have a theme of Royalty for the senior party and Fancy Dress for the children's party. Traditional games and a balloon modeller are confirmed. Councillor Robert Foster confirmed that there are 6 panels of Arris Fencing. Councillor Sue Hewitson confirmed that she was sourcing Fire extinguishers (Foam and CO₂) Councillor Stephen Ward is looking for a loud hailer.	SH
18	To discuss the playing field moles situation /RF	
	There was just one mole this morning where the dead grass from when signal box was on the field. Councillor Robert Foster will return when necessary.	
19	To discuss the proposal to reduce speed in Sutton/RF	
	As per the proposal Councillor Robert Foster will take on the petition. The intention is to trigger a speed review. The suggestion from Norfolk County Council was to supply a well evidenced need to reduce speed to trigger a viability review. He explained there were funding options depending on the findings. He also suggested Village gateways to highlight the area to those passing through Sutton. There will be 2 petitions, one for Sutton Street, the second for London Road. Proposed by RF, seconded by SH, agreed.	RF
Communication		
20	Correspondence & Clerks Report /DC	
	a. Any correspondence arriving after the publication of this Agenda Trod Path – The Clerk has had a conversation with Norfolk County Council who shared similar concerns. The original plan included an asphalt surface. This had not been done and was being revised. The Clerk noted the damage to the hedge and reminded Norfolk County Council that the Playing field and hedge belonged to the Community Council and that the contractor needs to make right the damage and trim as necessary. This should incur no cost to the Community Council. Green Canopy – a resident had been in touch and the Clerk responded that it was a year long project and was the council's intention to plant (a) tree(s)	

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Meeting Closure		
21	Matters for next meeting and any emergency items	
	Councillor Robert Foster, new nets for goals. Councillor Martyn Lemon will bring a proposal about plots of land. The RFO noted that payments for Jubilee party commitments may need to be made.	
	To confirm date and venue for the next meeting; Thursday 9 th of June 7:30pm in Spooner Row Village Hall.	
	Meeting Close 21:28	

Signed:



Date:

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