



Spooner Row, Sutton & Wattlefield

Community Council

Where community matters

Spooner Row Community Council Meeting Minutes

Thursday 30th July 2020, 7.30 pm, Video Conference

Present: Julian Halls JH Chair
 Martyn Lemon ML
 Stephen Ward SW RFO
 Robert Foster RF
 Tony Cleary TC
 Sue Hewitson SH
 Maria Hutson MH Clerk

Minute	Item	Actions
1	To consider accepting apologies for absence	
	None received. Neil Griffin not present	
2	To receive declarations of interest on items on the agenda and consider any requests for dispensations.	
	JH to step aside from taking part in planning items because he is on the South Norfolk planning committee as a district councillor. ML is Chair of Governors for Spooner Row Primary School.	
3	To confirm the minutes of the meeting held on 25th June 2020.	
	Unanimously accepted	
4	Opportunity for public participation	
	None present	
Planning – Cllr Martyn Lemon, Lead		
5	To consider responding to planning applications:	
	a. 2020/1121, Granary House, Station Road Spooner Row NR18 9JR. Proposal: Proposed Cart Lodge – Has been approved with conditions. No additional comments b. 2020/1152 Agricultural Building West of Mill House London Road Sutton. Proposal: Change of use and conversion of existing agricultural building and land within its curtilage, to a single dwelling, using existing highway access onto London road – Pending decision by SNDC. No additional comments c. 2020/1328, Land West Of School Lane Spooner Row Norfolk. Proposal: Certificate of lawfulness for the implementation of planning permission 2018/1772 – Pending decision by SNDC. No additional comments.	
6	Update on communications with KCS Development Limited, TC	

	TC has written to local developers. Possibility of meeting with KCS in September to discuss the results of resident's survey	Standing item to be rephrased "Update on local developers" MH
Finance, Stephen Ward, Responsible Finance Officer		
7	To note endorsed payments made since the last Committee meeting on 25th June	
	a. Greenskape payment of deposit for 2 grass cuts and strimming the Spooner Row playing field in July 2020: £216.00 (Invoice due on 6th July 2020, paid on 20th July 2020) b. Came & Company annual insurance renewal: £371.79 (Policy started on 1st July 2020, paid on 20th July 2020) All payments are within set budgets	
8	To consider approving the following payments:	
	a. Salaries for July 2020: £130.57 b. Cllr S Ward for noticeboard drawing pins: £1.29 c. Cllr S Ward for 4 x bags of Postcrete for Sutton noticeboard: £19.00 d. Cllr R Foster for 3 x white letter boxes for village survey collection points: £18.06 e. Imprint for disabled sign for car park: £54.00 Discussion around wording of payments for employees ML proposed payments, RF Seconded; unanimously accepted	Clarification sought on best practice in reporting payment of clerk salaries/payments, MH
9	Endorse the Q1 FY20/21 Financial Statement.	
	SW talked through 1 st quarter statement. Payments have been ratified by ML. There were no questions. RF proposed, TC Seconded; unanimously agreed to support the statement	
10	Statement from the RFO on a recommendation made by the internal auditor to amend the Council's Financial Regulations	
	The internal auditor recommended that the minimum payment not requiring approval is reduced from £3000. This was undertaken in the updated financial regulations agreed in February 2020; Section 4.1 and was reduced to £300	
Playing Field		
11	Update on hedge and playing field maintenance ML	
	The playing field has been cut but RF commented that the 3m wildlife boundary strip had been mown yet again. He was concerned at poor state of cut. Discussion on height of grass and ML added that debris left was due to rain. SH commented that the grass looks good at the moment. SW added that	ML to monitor length of grass. Grass cutting now on a fortnightly schedule.

	Council should monitor that cuts are being kept to contractor's schedule.	
12	Play area Action Plan. JH	
	The warped climbing board has now been repaired, area cleaned and tidied around it. Outstanding items from safety inspection a) Quicker closing gate/latch required b) Painting needed of multi-use goal/basketball, double swing, top and underside of youth shelter – Quote received of £890. Awaiting 2nd quote from NT Lake c) Children's see saw needs new seats. d) Safety bar on school lane has been reported to Highways who will rectify. JH reported this and has email trail. e) Area requires pressure washing 2-3 times annually. After discussion it was agreed that external contractor be approached to do this RF commented on detritus left by railings and school wall, as concerned that this area should not be a dumping ground. School shed felt, clippings and spoil from earlier play area tidy to be removed. SH agreed. RF reminded Council that David Bracey will be invited back to re-inspect once issues identified complete	b - RF to progress c - RF to get quote for new seats from Wicksteed e - SH to get quotes For discussion in near future MH to add to agenda
13	To hear an update on disabled sign provision for playing field car park. RF/ML	
	Discussion over position of disabled sign on 5 bar gate and it was unanimously agreed this location was incorrect. New position: Large sign – under the school sign on the portacabin; small sign – on back gate leading to field ML proposed, JH seconded, unanimously agreed	ML to confirm with Acorns placing of signage and reposition.
14	To hear a proposal for a dog waste bag dispenser. SW	
	A number of disadvantages of the dispenser were discussed including the environmental impact and the need to keep it filled up. It was concluded that dog owners need to take responsibility of their dogs and ensure they have their own bags. A vote was taken with 6 votes against and none in favour	SW will respond to message board and outline why proposal declined.
On-going items		
15	To hear an update on Land at: Plots 1-8 Land to the East of London Road, Sutton. Unofficial G&T site. JH	
	SH believes there is a new unit there and will notify Andy Baines (Enforcement Officer). Still waiting for a	MH to contact Andy Baines for an

	response from the planning inspectorate. There is likely to be further delays due to Covid.	update and expected timescales.
16	COVID-19 Update – County and Council's response. JH & SW	
	Nothing relevant at present	MH to remove from agenda
Projects		
17	To hear an update on Sutton noticeboard. SW	
	Sutton notice board is in. SH has key to the board and SW has spare key	
18	To hear a proposal for Noticeboards in Spooner Row and Wattlefield. SW	
	Discussion on suitable location for the notice board. RF proposed the site next to the post box in Spooner Row. Seconded by SW and unanimously agreed TC as the Wattlefield rep accepted that the footfall in Wattlefield is currently insufficient to justify a noticeboard	1. RF to get permission from Highways (Robert West) 2. SW to get planning permission 3. SW to order board
19	To hear the result of the Parish Partnership application for a SAM 2 speeding device. To also consider a bid under the same scheme for 2021/2022. JH	
	Neither JH or MH had heard anything regarding the Parish Partnership application, however RF advised that a funding gap is hopefully going to be addressed by the Norfolk Safety Partnership. Decision expected shortly.	RF to contact Linda McDermott regarding progress MH to check future deadlines – 4/12/20
20	To hear an update on increasing the footpath network. SW	
	SW has now walked all 15 paths.	TC to approach local landowners SH to investigate the landowners of the Sutton footpath
21	To assess progress on projects 1 year in and allocate lead Councillors – Council mind map review. SW	
	To defer until after resident's survey	
Communication		
22	To hear an update on the draft resident's survey. JH	
	All boxes are up and surveys distributed. Boxes are being regularly emptied with a deadline of 9 th August for responses. There have also been 2 responses by email.	JH to put a reminder on the message board

		RF to follow up on the website. ML to collate responses.
23	To discuss allocated roles of Councillors. ML	
	Deferred	
Public to be excluded		
24	Recruitment of Clerk and interim arrangements JH	
	MH started 23 rd July Organisations updated and MH being added to phone number MH to undertake CiLCA. It was unanimously agreed that SRCC would contribute 50% of costs for Qualification /Training	
25	Procedure of Staff Selection ML	
	A structured approach needed for the future - defer	RF to draft contract with consultation with SW and ML
26	Issues pertaining to the conduct of Councillors	
	Deferred	
27	Update on Proposal for new Code of Conduct for Para 11. SW/JH	
	Deferred	
28	Matters for next meeting and any emergency items.	
	Proposal for hard footpath on the field for disabled access to Acorns next to fence All agenda items to MH by Wednesday 19 th August.	Because of time constraints this has been approved
29	To confirm date and venue for the next meeting.	
	Thursday 27 th August 2020, 7:30 pm, via Zoom	
Meeting closed at 21:42		