

Spooner Row Community Council

Minutes

Thursday 24th September 2020, 7.30 pm, Zoom Video Conference

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

Mr Anthony Woodhouse

1.	To consider accepting apologies for absence	
	Received from Sue Hewitson and Neil Griffin.	
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 27th August 2020.	
	JH Proposed and unanimously agreed	
4.	Opportunity for Public participation.	
	One member of public was present initially but had connectivity issues and did not contribute.	
	Planning – Cllr Martyn Lemon Lead	
5.	To consider responding to planning applications: 2020/1559, Mr Richard Hollingsworth, Elstree, 18 Queens Street Spooner Row NR18 9JU No objections 2020/1738, Mr Mark And Mrs Sara Howes, Agricultural Building West Of Mill House London Road Sutton Norfolk Convert agricultural building to residential dwelling. No near neighbours. No objections 2020/1722, Mr and Mrs Phillips, Morley Lane Spooner Row Norfolk NR18 9BT No objections	MH to submit comments to SNDC via Planning Portal
6.	To hear an update on communications with local developers. TC	

	Covered in meeting with Richard Morton, KCS Developments. See separate notes from the meeting	
	Finance – Cllr Stephen Ward, RFO	
7.	To note endorsed payments made since the last Committee meeting on 27th August Greenscape payment for 2 grass cuts and strimming the Spooner Row playing field in August 2020: £216.00 (Invoice due on 14 th September 2020, paid on 16 th September 2020).	
	Above payment has not yet been made due to internet problems. They have been put on the bank transfer today awaiting authorisation	
8.	To consider approving the following payments: Salaries for August 2020: £201.72 Greenscape payment of deposit for 2 grass cuts and strimming the Spooner Row playing field in September 2020: £216.00	
	SW raised that the salary is more than usual, the NJC announced a pay increase from 1 st April with back pay. JH agreed these payments and this decision was unanimous.	
9.	Annual Budget Guidance discussion	
	SW wants to bring the 21/22 budget to October meeting for approval at November meeting. There were discussions over outstanding projects from this financial year and possible projects for 21/22. Projects discussed included pathways to the school, trod on top common, the village gates and the development of a cricket club.	MH to add to next month's agenda.
	Playing Field	
10.	Playing Field – Tree Report (further actions) – RF	
	The contractors would like to undertake the tree work in October at a cost of £650. RF proposed this which TC seconded and was agreed unanimously JH has updated the playing field action sheet. RF stated that the corner access point still requires maintenance. ML has a quote from Mr Dixon at £450. RF queried this cost and called for a second quote, suggesting ML contact Mr Chris Burr. JH proposed setting a budget for works at £450 and if 2 nd quote less than £450 then this contractor be appointed and work commenced. ML and SH met onsite with a business regarding the cleaning of the playground but deemed them unsuitable due to lack of equipment. This will be reviewed further at a later date.	RF to contact the contractors ML to request 2 nd quote.
	Ongoing Item	
11.	Mind Map Discussion	
	Deferred – meeting to be arranged separately to discuss and bring back summary.	
	Projects	
12.	Decision to be reached on SNDC Street Light Review 2018 - RF	

	There was discussion around the lighting review which had 18 comments for and 18 against from the resident's survey and message board. SNDC's review do not deem that any of the lights are essential. However, they will offer a payment of £800 per light which is retained by the council. The lights would be more effective if upgraded to LED and set on timers. This would cost around £265+VAT per light plus the Station Road light needs a rusty bracket replacing at the costs of £65+VAT. 3 separate votes took place for the retention of each light; Junction of Station Road and School Lane – 5 in favour (All Councillors) (Lower) Station Road- 5 in favour Queens Road – 4 in favour, 1 against.	RF to contact Helen Sibley at SNDC
13.	School Expansion – Sub-Committee Report – RF	
	RF showed to the council an amended plan. It showed an increased area for parking and extension to the car park and a proposal for another Emergency access point onto the field in Station Road. It was suggested that some vehicles may have difficulty accessing the field possibly damaging the safety fencing and that the current proposal does not allow for safe access for maintenance. This could be solved by expanding the car park by around 15% into this space and obtaining an independent access point. TC requested that more precise plans were needed with clearer boundaries. The lease needs to be extended to ensure that it goes beyond the building period. This will cost around £245 which it was suggested the school will pay for. RF proposed that NPS is approached to draw up more detailed plans including proposed site access off School Lane. ML abstained from vote; all others agreed that NPS be contacted .	RF to contact NPS
	Communication	
14.	Correspondence MH - Travellers site – there has been further correspondence requesting an update on the situation regarding travellers in Sutton. No further information has been received from SNDC. MH to write a formal letter to Andrew Baines requesting an update and copy in the resident. - Feral Cats – email received regarding seeking permission to trap feral cats near the village hall. Resident referred to an animal charity as out of remit of Parish Council - A letter has been received today regarding the location of the disabled carpark space at the school/playing field. They believe in space is in the wrong place and should be moved. ML undertook a visual risk assessment before the	MH to write to Andrew Baines and SNDC MH and SW to write a holding letter and

	space was situated. As the Parish Council owns this carpark TC and ML will meet to look into this	add to October agenda. ML and TC to visit site and report findings at next meeting
15.	Matters for next meeting and any emergency items	
	• KPI's and proposed Appraisal process • Para 11 • Residents survey and Mindmap – special meeting feedback • Use and maintenance of the new SAM machine • Policies and website accessibility	
16.	To confirm date and venue for the next meeting; Saturday 31 st October at 9:30am via Zoom.	

Meeting closed at 21:37