

## Spooner Row Community Council

### Minutes

**Saturday 31<sup>st</sup> October 2020, 9:30am, Zoom 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

Edward Peters  
 Pete Jordan  
 Graham Turrell

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| 1. | <b>To consider accepting apologies for absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|    | None received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 2. | <b>To receive declarations of interest on items on the agenda and consider any requests for dispensations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|    | <p>ML made the following statement;<br/>         "For the avoidance of doubt, I wish to make this statement to Council with regards to the Spooner Row Primary School proposals, namely:<br/>         The interest does not affect my partners or my financial position.<br/>         The interest does not relate to determining any proposal, consent, licence, permission or registration in relation to my partner or myself.<br/>         The interest does not relate to any contract my partner or I have with the Council.<br/>         The interest does not affect land my partner or I own.<br/>         The interest does not affect any company that my partner or I have a shareholding in.<br/>         Furthermore, I have not made any statements or undertaken any actions that would indicate that I have a closed mind on any matter under discussion."</p> <p>JH to step aside from taking part in planning items because he is on the South Norfolk planning committee as a district councillor.</p> |  |
| 3. | <b>To confirm the minutes of the meeting held on 24<sup>th</sup> September 2020.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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|                                          | <p>RF raised that minute 13 was incorrect and his closing statement was shortened. There was discussion around this.</p> <p>ML proposed the minutes were confirmed with RF objections noted. JH seconded. This was agreed unanimously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                   |
| 4.                                       | <b>Opportunity for Public participation.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                   |
|                                          | Member of public asked what is ML's connection with school. He explained that he is chair of governors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                   |
| <b>Planning – Cllr Martyn Lemon Lead</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                   |
| 5.                                       | <p>To consider responding to planning applications:<br/> <a href="#">2020/1771 - Mr and Mrs Phillips, Briar Bank, Morley Lane, Spooner Row, NR18 9BT</a><br/> Remove agriculture condition on property – no comments/objections<br/> <a href="#">2020/1812 - Cherry Tree Cottage 32 Queens Street Spooner Row NR18 9JU</a><br/> Side extension porch – no comments/objections<br/> <a href="#">2020/1966 - Mr &amp; Mrs A Yaxley, Topcroft, Top Common, Spooner Row, NR18 9JS</a><br/> Single story extension at the rear and double extension at the rear – no comments/objections</p>                                                                                                                                                                                                                                    | MH to lodge comments on SNDC planning portal.                                                                                                     |
| 6.                                       | <p>Planning &amp; Enforcement Appeals<br/> <a href="#">Land At: Plots 1-8 South East Side Of London Road Sutton Norfolk</a><br/> <a href="#">Land East Of London Road Sutton Norfolk</a><br/> No start or end dates on the website for consultation at present.<br/> JH stated that all comments already submitted including noted objections still stand on this and will be considered by the Planning Inspectorate. Water and power are not subject to planning permission.<br/> SH thinks SRCC should make further comments with SW emphasising the hard standings, and additional works , including the fencing that had taken place. SH will put together a timeline of what has happened<br/> RF urged councillors to comment as individuals.<br/> RF also asked SH for information to publicise on the website</p> | <p>MH and SH to put together a letter to the Planning Inspectorate</p> <p>SH to provide a timeline to RF</p> <p>Agreed the SRCC would respond</p> |
| <b>Finance – Cllr Stephen Ward, RFO</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                   |
| 7                                        | <b>To note endorsed payments made since the last Committee meeting on 24<sup>th</sup> September</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                   |

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|     | <ul style="list-style-type: none"> <li>NALC, Planning Webinar, £30.00 (Payment due on 22<sup>nd</sup> October, paid on 14<sup>th</sup> October)</li> <li>Planning Fee, Spooner Row Noticeboard, £91.00 (Paid on 20<sup>th</sup> October)</li> </ul>                                                                                                                                                                                                                                                                                                          |                             |
|     | No questions asked, all payments approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |
| 7.  | <b>To consider approving the following payments:</b> <ul style="list-style-type: none"> <li>Salaries for October 2020, £194.30</li> <li>Cllr S Ward, Number People credit for council phone number, £5.00</li> <li>Ms Maria Hutson, 12 x 2<sup>nd</sup> class stamps, £7.80</li> <li>PKF Littlejohn LLP, Limited assurance review of Annual Governance &amp; Accountability Return for year ended 31 March 2020, £360.00</li> <li>Requesta Plan, Spooner Row Noticeboard, £13.20</li> <li>CJB Contracting Services, playing field bridge, £260.00</li> </ul> |                             |
|     | JH Proposed the payments, JH seconded. All payments approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| 8.  | <b>Q2 FY19/20 Reconciled Financial Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |
|     | SW presented the 2 <sup>nd</sup> quarter's financial statement which had been endorsed by ML on 16/10<br>RF proposed the financial statement and JH seconded it. All agreed to it.                                                                                                                                                                                                                                                                                                                                                                           | All agreed                  |
| 9.  | <b>Annual Budget</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
|     | Proposed budget viewed and discussed. Precept would be 23p less if agreed. Street lighting has not been included in this draft proposal but will be included in the final budget which will be brought to the November meeting.<br>ML questioned if there should be provision for a hardship fund. There is one at SNC/BDC<br>Clerk to look into this if situation arises.<br>No one noticed anything missing. SW will post on the website for comments                                                                                                      | SW to post draft on website |
| 10. | <b>CIL Return FY19/20</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |
|     | SW proposed that all maintenance costs incurred should be claimed against CIL funding. This is the Norfolk County Council stance on what the money can be spent on. RF seconded and agreed by all.                                                                                                                                                                                                                                                                                                                                                           |                             |
|     | <b>Ongoing Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| 11. | <b>Residents survey and Mindmap meeting feedback JH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |

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|     | <p>Some discussion on this but all already agreed in principle at informal meeting. SW proposed we accept latest iteration of Mind Map with roles and responsibilities. RF Seconded and all agreed</p> <p>JH written to WTC regarding cemetery and burial costs. WTC clerk will raise at next finance meeting.</p> <p>JH, ML and MH putting together newsletter summarising residents survey. RF asked to be included to ensure correct branding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MH to draft newsletter and to pass to RF   |
| 12. | <b>Letter from Mrs Vinen and actions proposed (if any)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
|     | ML and TC have met onsite to discuss this. Still seeking accurate guidance on what legal requirements are as car park not considered a "serviced area". A letter will be sent seeking clarification of what SRCC legal duties are.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MH to send letter with assistance from SW. |
| 13. | <b>School expansion proposal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
|     | <p>JH informed council that he has called in the subcommittee, so the proposal is to now be considered by full council.</p> <p>Peter Jordan (PJ), COO of Enrich Trust who run the Spooner Row Primary School was present to answer any questions.</p> <p>SW emphasised the need to focus on what needs to be agreed to allow the school to meet the time constraints it is under. PJ confirmed that funding for this project is available until 31<sup>st</sup> March 2022 and he hopes to present a proposal at the next trust meeting in December.</p> <p>RF raised concerns around leases for the land as they are with Norfolk County Council. PJ confirmed that the leases have been assigned to Enrich Trust</p> <p>The most recent plan being considered shows a site that is 72 x 37m. This is bigger than the school requires but this space could accommodate a FA 5-a-side community football pitch. PJ confirmed that the safeguarding fencing surrounding the area is likely to be around 5ft high, not a sports fence which is much higher. The Trust's intention is to provide fencing that ensures the safety of children but not be an eyesore to the community. The height of the fence will be determined by the planning process.</p> |                                            |

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|     | <p>There was considerable discussion around access gates. RF believes there should be an independent access to the field. PJ said that the school was unable to fund this. RF asked for clarification on this as he believed that Norfolk County Council said there was funding allocated to the school that could be used for this.</p> <p>SW proposed that the fence line for the school area should align with the western bound along the edge of the car park; effectively reducing the length of the 5-a-side pitch, be assigned for the school project. JH seconded this and all voted in favour. This is the first stage of the process to enable the trust to move forward with securing funding, apply for planning and begin legal processes.</p> <p>RF is keen to expand the car park by 15%. This will improve access and allow more parking spaces which he believes the school will require in the future and costs to do this are marginal. JH disagreed that they would be marginal PJ stated that this is outside of the school proposal and the Trust would not be able to use Department of Education money on car park extension. There are no plans to increase school roll therefore it would be difficult to secure money to increase the carpark.</p> <p>JH asked PJ to raise with NCC if section 106 funding could be used for car park. PJ to report back to MH</p> <p>SW proposed that council investigates a separate secondary access point. RF seconded this. 5 councillors voted in favour with JH abstaining</p> <p>SW asked PJ to draw up new plans for next meeting to include new shape/size with their access point. PJ agreed but it will not be architectural drawing at this point.</p> <p>SW asked where the leases and gentleman's agreement with WTC relating to this land were located and was informed they are on the One Drive.</p> | RF to ask NPS to do this. |
|     | <b>Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| 14. | <b>Use and maintenance of the new SAM machine JH to lead</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |
|     | On Wednesday the SAM 2 was put up at Chapel Road by JH and ML. Need to consider how to easily download data, how often to move the unit and replacement of the battery. It cannot go up in Sutton and Wattlefield at the moment on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |

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|                              | account of the speed limit along the road. This is NCC policy apparently<br><br>SW asked if there are guidelines on how and where and when the unit can be used? MH to examine the Memorandum of Agreement and distribute as appropriate                                                                                                                                                                                                                                                                                                                                                           | MH to examine the Memorandum of Agreement and forward to JH                                                                |
|                              | TC and JH left the meeting 12:13. ML took over chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                            |
| 15.                          | <b>Footpath update – SW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                            |
|                              | SNC have started working through the 15 issues highlighted by SW which includes replacing signs at Bunwell Road NW across fields and in Sluts Hole Lane.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                            |
| <b>Communication</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                            |
| 16.                          | Correspondence <b>MH</b> <ul style="list-style-type: none"> <li>HHA Grounds maintenance - Current grounds contract is in year 1 of a 2 year deal. Company is not locally based,</li> <li>KCS Developments – Update received and distributed.</li> <li>Norfolk CC Roadside tree inspection letter from NCC asking if we know who owns Ash Die Back affected tress near the London road – Council unaware whose land the trees are on. SH to speak to neighbours and let MH know. MH to report back to NCC.</li> <li>FT Grounds Maintenance – MH to ask about play equipment maintenance.</li> </ul> | SH to speak to neighbours about trees. MH to report back to NCC.<br><br>MH to find out more about play ground maintenance. |
| 17.                          | <b>Website accessibility and policy review MH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                            |
|                              | MH to look into this and ensure all current documents on website remain compliant. MH to update document reviewing policies and bring any that need reviewing to the next council. RF will take versions from the One Drive policy file for website                                                                                                                                                                                                                                                                                                                                                | MH to bring any documents that need reviewing to subsequent meetings.                                                      |
| 18.                          | <b>Standing Orders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                            |
|                              | MH to update amending regarding virtual meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MH to bring to next meeting                                                                                                |
| 19.                          | <b>Newsletter</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                            |
|                              | See item 11. ML to send RF template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ML send template to RF                                                                                                     |
| <b>Public to be excluded</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                            |
| 20.                          | <b>KPI 's and proposed Appraisal process RF and JH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                            |
|                              | RF to be removed from agenda item as no longer involved in this area. He had proposed a document to JH which was not agreed by JH.<br>Defer as JH had left meeting                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                            |

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| 21. | <b>Para 11 JH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                       |
|     | Deferred                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                       |
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| 22. | <b>Matters for next meeting and any emergency items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                       |
|     | <ul style="list-style-type: none"> <li>• Microsoft 365 Licence due to expire on 12<sup>th</sup> November - SW to look into this.</li> <li>• Planning Application, <a href="#">2020/1998 - Cllr Stephen Ward, Verge At Station Road Spooner Row Norfolk</a> - No objections</li> <li>• Zoom meetings – ML proposed that the clerk should now host meetings. SW seconded this and all in agreement SW to look at costs and buying licence.</li> <li>• Data retention policy needed - MH to draft for next meeting</li> </ul> | SW to look into Microsoft licence<br><br>MH to lodge with SNDC planning<br><br>SW to look into Zoom licence<br><br>MH to draft data retention policy. |
| 23. | To confirm date and venue for the next meeting; Thursday 26 <sup>th</sup> November, 7:30pm via Zoom.                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                       |
|     | Meeting closed at 12:44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                       |

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