

Spooner Row Community Council Minutes

Saturday 16th January 2021, 9:30m, Zoom Video Conference

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

3 members of the public.

1.	To consider accepting apologies for absence	
	Tony Cleary, 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 a substitute 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 26th November 2020.	
	RF wanted it confirmed he had not seen the recording so will not accept them JH Proposed the minutes, ML seconded. All in agreement except RF	
4.	Future of Chairman	
	JH expressed he will be stepping down as Chairman by May but will stay as a councillor.	
5.	Opportunity for Public participation.	
	Discussion under item 26, flooding	
	Planning – Cllr Martyn Lemon Lead	
6.	To consider responding to planning applications: None received	
7.	<u>Change of use of existing waste processing/composting facility including in-vessel composting to an HCI (Household, Commercial and Industrial) waste processing and recycling facility to produce RDF (Refuse Derived Fuel) and SRF (Solid Recovered Fuel) grade material</u> RF	
	RF said that HGV traffic would be coming through Spooner Row if the application goes ahead. ML stated that the application said that traffic would not be coming Spooner Row. SW doubted HGVs would follow the route published in the planning application	MH and JH to put together a letter raising concerns.

	as the shortest route to the A11 heading North is through Spooner Row. RF concerned that this may happen in the future and thinks this should be highlighted. JH proposed that comments be put forward expressing concern that traffic end up being routed through village. RF seconded this and all agreed.	
Finance – Cllr Stephen Ward, RFO		
8.	To note endorsed payments made since the last Committee meeting on 26 th November 2020 a. Salaries for December 2020: £194.30; paid on 31st December 2020. b. HMRC PAYE for Q2 (Sep 20): £48.66; paid on 6th January 2021. c. HMRC PAYE for Q3: £146.65; paid on 12th January 2021.	
	There were no comments on this.	
9.	To consider approving the following payments: a. Salaries for January 2021: £194.30 b. Cllr Ward for top-up payment to Number People: £5.00 c. Cllr Foster for reimbursement of travel costs incurred to pick up Community Council leaflets from printers, 22 miles at 40p per mile: £8.80 d. Cllr Foster for payment of Premier Print invoice for printing Community Council leaflets: £58.00 e. Ward Gethin Archer Solicitors for Land Registry searches and fees for transfer of playing field: £6.00 f. Harry Stebbing Workshop for notice board: £1518.16	
	ML proposed all the payments, RF seconded them. Agreed by all.	
10.	To endorse the Q2 FY20/21 Financial Statement.	
	SW proposed, RF seconded. Agreed by all.	
11.	Budget paperwork	
	Credit card – SW has applied for credit cards from Barclaycard for himself as RFO and MH as Clerk. Awaiting approval from the bank. They have a combined limit of £1000 to limit the risk. Financial regulations will need to be updated before the cards are issued. SW and MH not to use them until this time. SW proposed the application for credit cards. JH seconded and agreed by all.	SW and MH to update financial regulations. MH to add to February agenda.

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	MH received precept paperwork from SNDC in December. MH confirmed amount requested for precept, £20,255.97	MH to complete and send precept forms to SNDC
	Ongoing Items	
11.	School Liaison ML	
	Nothing to update	
12.	School Expansion update JH	
	School have arranged a meeting for 21 st and an update will follow next month. RF requested that TC also attends the meeting. MH to contact Pete Jordan and arrange this. JH, ML, TC and RF to attend. ML will also be in attendance representing the school. Meeting info to be brought back to next council meeting	MH to contact Pete Jordan and arrange TC to attend meeting.
13.	Newsletter JH	
	JH concerned that there was information around a neighbourhood plan and a proposed footpath included in the recent newsletter that were not agreed by all. ML proposed that ALL councillors must be agreement to the content of the newsletter prior to the newsletter going to press. SW seconded and agreed by all.	
14.	Neighbourhood Plan JH	
	To put together a Neighbourhood plan will cost the Council money. JH thinks it is prudent to wait until Spooner Row comes out of the "small village cluster" discussions. We will know in a couple of months how SNDC propose to move this forward. JH proposed to defer developing a neighbourhood plan. No seconders SW proposed move forward with process. RF seconded and SH agreed. JH against. ML choose to abstain as planning lead. Confirmed to move it forward.	MH to ask WTC for the name of their consultant and report back
15.	Street lighting RF	
	Adoption payment of £2400 has been received. RF spoken with SNDC officer and information needed by EON will be sent by the end of the month.	
	Projects	
16.	Spooner Row Noticeboard update – SW	
	The noticeboard should be ready by the end of the month. SW will install in March when the weather and ground will be more conducive for installation. SH offered help if needed	
17.	Top Common TROD RF	
	Proposal put forward for a TROD from Top Common to link with the path adjacent to the school.	No further action at this time.

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	RF has spoken to County Councillor leading on Parish Partnership who confirmed it would be suitable for funding. MH said not open yet and had nothing official. RF says fund should open in March. Could use CiL funding towards it. JH said proposal for this location is being considered by small villages cluster at the moment. If approved may be able to get developer to pay for the path. Should know if approved in the next 1-2 months. ML asked if chicane would be moved for the speed gates, RF thinks it is unlikely to. SW stated this would be a big % of budget to spend for a small population gain. Need to wait to see outcome of other paths. RF proposed the TROD but there were no seconders.	
18.	Sandbags RF	
	RF proposed the siting of sand bins and bags in Spooner Row and Sutton. 2 x 400l bins. 100-150 sandbags. Located next to 2 parish meeting boards. Due to the possibility of more flooding forecast 3 one tonne bags of sand should be ordered as soon as possible. 2 bags delivered to play area car park in Spooner Row the other side of the bund and one onto SH drive in Sutton. ML and SH to hold the bags. Bins to be ordered and sites considered although delivery of bins will take a number of weeks. RF proposed and seconded by JH. All in agreement.	RF to order sand, bags and bins.
19.	Table Tennis table RF	
	RF has spoken with SNDC and Table Tennis England (TTE) and originally not eligible for funding towards an outside Table Tennis Table. However, TTE are now able to pay 50% towards a table with the remaining 50% for the table coming from SNDC. The Community Council would have to pay for hard surfacing and installation within the playing area near senior play area. Total cost to Community council is £1500 (+VAT) plus installation. The tables are aluminium and require bolting into asphalt. RF proposed and ML seconded. SH and SW agreed. JH against. Proposal accepted.	RF to action
20.	KPI JH	
	JH proposed we accept KPIs, ML seconded. SW and SH agreed. RF abstained. KPIs to be accepted	MH to incorporate into council standing orders
21.	Para 11 JH	

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	New wording ML proposed. JH second. SW and SH for, RF against. Para 11 to be accepted.	MH to incorporate into code of conduct as Para 11
	Communication	
22.	Correspondence MH a. Mr Wolstenholme – highways concerns b. Dr Findlay – flooding c. Transport survey	
	a. JH spoken with Bob West, Highways. Responded that signage looks ok but will relook at this. b. Flooding – His wife was at the meeting, item 26. It was agreed to support Dr Findlay with a letter to the landowner JH to draft and liaise with MH c. Put on Grapevine and Nextdoor Neighbour	
23.	Meeting dates 2021/22 MH	
	JH proposed and SW seconded the dates. Agreed by all	
24.	Data Retention Policy MH	
	JH proposed, SH seconded, all agreed	MH to incorporate policy into standing orders
25.	Updated Communications Policy MH	
	JH proposed, RF seconded, all agreed	MH to incorporate policy into standing orders
26.	Flooding Christmas Eve – Community Council Response JH/ML	
	Members of the public attended had had their properties flooded. Mr M believed flooding due to a combination of factors including housing having been built on soakaways, drainage on the road being full of mud and the ditching through arable land and village not being able to cope and needing cleaning. Longer term he requested a flood defence be put in to protect the village. Villagers need to be concerned as housing is on a floodplain and if more buildings constructed this run off will get worse JH keeping records of who was flooded and the extent of the damage, 26 incidents recorded so far, with 14 of these serious. He has spoken with SNDC but have a limited role here and provide a limited stock of sand bags. There has since been a cabinet meeting and John Fuller (Leader of SNDC) set up a working group to work on flood resilience. JH reported he was sent the Norfolk Flood Risk Management strategy yesterday which is 100+ pages,	

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	he is happy to distribute. He will continue to work on collating the extent of the flooding. Mr M suggested speaking with farmers. SW said some ditches are being maintained but pipework is blocked which highways need to look into. SW said that SRCC are limited on what it can do but can tell people who to contact. SRCC are a coordinating and communication function. SW suggested publicising a call out system to start helping before gets too bad. ML proposed a meeting with County Council, JH seconded and agreed by all.	ML to set up meeting with Norfolk CC
27.	Matters for next meeting and any emergency items	
28.	Chapel Road travellers' site – SH reported a number of issues and believed breaches. Proposed JH to report to enforcement on Monday morning and SH to contact police. SH seconded this and all agreed	JH to report to enforcement on Monday morning. SH to contact police.
29.	To confirm date and venue for the next meeting; Thursday 25th February 7:30pm via Zoom.	

MH left meeting at 12:29

There was a post meeting discussion which was not in the public domain where a number of issues were discussed and it was agreed, not formally, that the small play area for the time being will remain locked for Health and safety reasons.

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